DOCUMENT RESUME

ED 150 358 08 CE 014 641

AUTHOR Anderson, Fewell B.; And Others
TITLE Mountain-Plains Handbook: The Design and Operation of a Residential Family Based Education Program. Appendix. Supplement I to Volume 5. Operational Support: Administrative Services Division.
INSTITUTION Mountain-Plains Education and Economic Development Program, Inc., Glasgow AFB, Mont.
SPONS AGENCY National Inst. of Education (DHEW), Washington, D.C.
PUB DATE Jul 75
CONTRACT NE-C-00-3-0298
NOTE 110p.; For related documents see CE 014 630-646 ; Some pages may not reproduce clearly

EDRS PRICE MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS Affirmative Action; *Career Education; Demonstration Programs; *Disadvantaged Groups; Economically Disadvantaged; Educationally Disadvantaged; Facilities; Family Programs; Federal Programs; Guidelines; Individualized Programs; Occupational Information; *Personnel Management; Personnel Policy; *Program Administration; Records (Forms); *Reprography; *Residential Programs; Staff Utilization
IDENTIFIERS Mountain Plains Program

ABSTRACT

One of two supplements which accompany chapter 5 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630), this document contains specific information concerning the reprographic and personnel components of the administrative services division. Several job descriptions and sample division reports of the administrative services management are first presented. Then the following materials related to the reprographic component are included: facility floor plans, word processing production report, press run report, and sample job ticket. Finally the following materials related to the personnel component are included: staffing and facility plans, employee interview forms, new employee forms, miscellaneous employee forms, weekly staffing report, accident and insurance forms, description of the affirmative action program, personnel policies and procedures, and description of the supervisor inservice program. (BM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

NATIONAL EDUCATION R&D MODEL

MOUNTAIN PLAINS EDUCATION ECONOMIC DEVELOPMENT PROGRAM INC.

ED150358

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

APPENDIX

SUPPLEMENT NO. 1 TO VOLUME 5

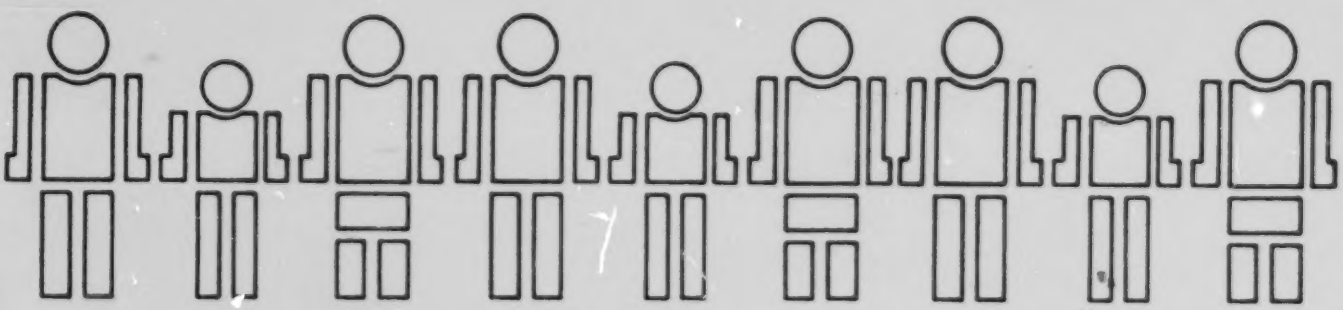
OPERATIONAL SUPPORT:

ADMINISTRATIVE SERVICES DIVISION

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

CE014647



APPENDIX

This supplement is designed for use in conjunction with Volume V.

Supplement 1 To Volume V

OPERATIONAL SUPPORT: ADMINISTRATIVE SERVICES DIVISION

Contributing Authors:

Newell B. Anderson
Deane Blanton
Robert Baker
James Lay
Darleen Jackson

Edited and Compiled by:

Michael C. Fenenbock

MOUNTAIN-PLAINS DOCUMENTATION

The material presented in this publication was performed pursuant to Contract NE-C-00-3-0298. The opinions expressed herein do not necessarily reflect the position or policy of the National Institute of Education and no official endorsement by that agency should be inferred.

Documentation Manager . . . . . .Thomas R. Flores
Publications Editor . . . . . Michael C. Fenenbock
Assistant Editor . . . . . Linda Jenkins
Reprographics . . . . . James Lay
Graphic Design . . . . . .Fred Egan

Bruce C. Perryman
Executive Director

July, 1975

PRODUCT IN DEVELOPMENT (NOT PUBLISHED MATERIAL) Mountain-Plains retains sole control of these materials and unauthorized use or reproduction, by mechanical or other means, is not permitted.

TABLE OF CONTENTS

Page

ADMINISTRATIVE SERVICES MANAGEMENT APPENDICES

A. JOB DESCRIPTIONS
1. Associate Director for Administrative Services 2
2. Administrative Secretary 5

B. DIVISION REPORTS
1. Weekly Staffing Report - Personnel 7
2. Weekly Production Report - Word Processing Center 9

REPROGRAPHIC COMPONENT APPENDICES

A. FACILITIES
1. Room Floor Plans 11

B. WORD PROCESSING PRODUCTION REPORT 16

C. PRESS RUN REPORT 17

D. SAMPLE JOB TICKET 18

PERSONNEL COMPONENT APPENDICES

A. STAFFING AND FACILITIES
1. Staffing Chart 20
2. Personnel Job Descriptions 21
3. Personnel Office Floor Plans 27

B. EMPLOYEE INTERVIEW FORMS
1. Employee Requisition Form 28
2. Application for Employment 29
3. Interview Report 32
4. Interviewer's Summary and Evaluation Guide 33
5. Telephone Reference Check Form 35
6. Personnel Check List 36
7. Interviewee Selection Form 37

C. NEW EMPLOYEE FORMS
1. Status Form 38
2. Agreement on Relocation and Employment Allowance 39
3. Information Disclosure Authorization 40
4. Property Responsibility Agreement 41

D. MISCELLANEOUS EMPLOYEE FORMS
1. Staff Performance Evaluation Report 42
2. Employee of the Month Guidelines 45
3. Termination Clearance Form 46

E. WEEKLY STAFFING REPORT 47

F. ACCIDENT AND INSURANCE FORMS
1. Insurance History Form 49
2. Workmen's Compensation--Employer's First Report of Occupational Injury or Disease 50
3. Supervisor's Accident Investigation Report 51
4. Log of Occupational Injuries and Illnesses 52

G. AFFIRMATIVE ACTION PROGRAM 53

H. PERSONNEL POLICIES AND PROCEDURES 79

I. SUPERVISOR INSERVICE PROGRAM 101

ADMINISTRATIVE SERVICES DIVISION:

MANAGEMENT AND ORGANIZATION

MOUNTAIN-PLAINS JOB DESCRIPTION

Division: Administrative Services

Job Classification (Salary Schedule): Range 3, Step A

A. Position Title: Associate Director for Administrative Services

B. Job Qualifications:

Bachelor's Degree necessary. Master's Degree preferred. At least five (5) years managerial experience in fields of responsibility; some construction experience; with all of this preferably for some period of time in an educational setting. Experience in manpower programs, budget preparation and fiscal experience desirable; also, knowledge of state and federal government agencies and operations. Good writing and speaking ability needed.

C. Primary Job Function(s):

Total responsibility to develop programs, secure and supervise staff and administer the following areas: facility selection, activation, renovation, maintenance and custodial services; procurement through purchase, excess and surplus property; property receiving, control and distribution; personnel services, employee benefits, employee and student medical programs and employee orientation; communication and reproduction services; safety and transportation services for both staff and students; multi media activities; all other support services for this program.

D. Major Duties and Responsibilities:

The Associate Director for Administrative Services is primarily responsible for continuous involvement in the following activities:

1. Develop and maintain channels of communications between himself and members of his Division staff regarding all aspects of administrative services including operations and maintenance, property control, purchasing practices, personnel services, reprographics services and the multi media center activities.

2. Institute more efficient and effective methods/means for administering program affairs and will regulate program activities concerning the formulation of policies, the development of procedures and the improvement of practices.

3. Assist in the preparation of an annual administration budget and direct the operations of the Administrative Services Division within the provisions of that budget once it is approved by the National Institute of Education.

4. Supervise, coordinate and evaluate the general activities of all department supervisors in the Division and delegate to them such authority and responsibility as is required to perform their assigned duties.

5. Establish and maintain continuous relations and communications between the Administrative Services Division and other Divisions of the Mountain-Plains Program so as to insure coordination of effort in attaining the goals of the Program.

6. Serve on and advise the Management Council on all matters and decisions related to the scope, quality and nature of the services offered by the Administrative Services Division.

7. Performs as liaison between the United States Air Force, Mountain-Plains and Mountain-Plains lessees.

8. Maintains historical information pertaining to facilities prudent usage as well as assessing and projecting future needs based upon program adjustments.

9. Perform all other related and implied duties of the Associate Director and such others as may be delegated to him by the Executive Director of Mountain-Plains.

E. Reporting Relationships:

The Associate Director is responsible directly to the Deputy Director of Mountain-Plains. Five (5) positions are directly responsible to the Associate Director: Coordinator of Operations, Maintenance and Property, Coordinator of Personnel Services, Coordinator of Reprographics Services, Procurement Officer and Multi Media Specialist.

He will perform the functions of his Division in accordance with the grant legislation and the legal frameworks of federal, state and local governments and funding agencies.

Approved By: _____

Date: 4/9/73

MOUNTAIN-PLAINS JOB DESCRIPTION

Division: Administrative Services

Job Classification (Salary Schedule): Range 17, Step D

A. Position Title: Administrative Secretary

B. Job Qualifications:

Business School graduate with at least 3 yrs. experience as a stenographer in an organization/corporation with various executive offices with continually increasing responsibilities in the administrative/supervisory areas;

-or-

Minimum of 4 to 5 yrs. of stenographic/secretarial experience with upper management level. Should have the ability to supervise clerical back-up staff, delegate responsibilities to the departments, ability to make decisions and to deal with other corporation divisions, assume responsibility and possess initiative. Extensive experience with various office machines, accuracy in typing and shorthand are necessary plus ability to communicate with public on a business and sometimes social level. Ability to compose various types of correspondence.

C. Primary Job Function(s):

The Administrative Secretary is responsible for maintaining coordination of all services offered by Administrative Services between its departments and other Division's departments on behalf of the Associate Director. Keeps calendar of events on an up-to-date basis for the Associate Director. Performs as liaison between the Associate Director and his department coordinators/supervisors. Assumes responsibility, along with the senior first line coordinator, of the Division when the Associate Director is absent. Assists the Division's clerical staff with their duties.

D. Major Duties and Responsibilities:

1. Coordinates with the department supervisors reference tasks to be performed. Assists the departments in their duties.

2. Performs the composition and completion of various types of correspondence. Handles all telephone communications for the Associate Director.

3. Handles various tasks for the Associate Director so as to provide him with more time for heavier duties that require management level time, such as:

    a. Telephone communication system for Mountain-Plains Corporation.

    b. Mountain-Plains Bus Service for Participants.

4. Directs incoming correspondence to the proper Divisions/ Departments. Handles preparation and coordination of all records, forms and reports required by the Division. Does filing, typing, shorthand as required.

5. Responsible for receiving all participant relocation requests from the six (6) states offices and disseminating information to the proper areas.

6. Serves on committees as so appointed by the Associate Director.

7. Performs other duties as may be directed by the Associate Director.

E. Reporting Relationships:

The Administrative Secretary is responsible directly to the Associate Director for Administrative Services.

Approved By: _____

Date: _____

APPENDIX B 1

WEEKLY STAFFING REPORT - PERSONNEL

WEEK OF:_____

1. TOTAL FULLTIME EMPLOYEES _____
2. TOTAL TEMPORARY EMPLOYEES _____
3. WORK EXPERIENCE _____
4. INTERNS _____

EXECUTIVE DIVISION
Professional _____
Clerical _____
SUB TOTAL _____

CONTROLLER
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

RESEARCH SERVICES
Director _____
Administrative Secretary _____
Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

TOTAL _____

ADMINISTRATIVE SERVICES DIVISION
Associate Director _____
Administrative Secretary _____
SUB TOTAL _____

FACILITIES, PROPERTY & PURCHASING
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

PERSONNEL
Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

REPROGRAPHICS
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

TOTAL _____

7

EDUCATIONAL SERVICES DIVISION
Associate Director _____
Coordinator _____
Administrative Secretary _____
Steno II _____
SUB TOTAL _____

MATH LAB
Professional _____
Para-Professional _____
SUB TOTAL _____

COMMUNICATIONS LAB
Professional _____
Para-Professional _____
SUB TOTAL _____

FAMILY CORE CURRICULUM
Professional _____
Clerical _____
Temporary _____
Intern _____
SUB TOTAL _____

EARLY CHILDHOOD
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
Intern _____
SUB TOTAL _____

BUSINESS AND OFFICE
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

BUILDING AND TRADES
Professional _____
Para-Professional _____
Temporary _____
SUB TOTAL _____

MOBILITY AND TRANSPORTATION
Professional _____
Para-Professional _____
Temporary _____
SUB TOTAL _____

MARKETING AND TOURISM

Professional _____
Para-Professional _____
Temporary _____
SUB TOTAL _____

TOTAL _____

SUPPORT SERVICES DIVISION

Associate Director _____
Administrative Secretary _____
Placement Officer _____
Secretary I _____
SUB TOTAL _____

STATE OFFICES

Professional _____
Clerical _____
Work Experience _____
Intern _____
SUB TOTAL _____

COUNSELING SERVICES

Professional _____
Para-Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

COMMUNITY DEVELOPMENT

Professional _____
Para-Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

CAREER GUIDANCE

Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

TOTAL _____

RECAP:

EXECUTIVE DIVISION _____ F.T.E.
ADMINISTRATIVE SERVICES DIVISION _____ F.T.E.
EDUCATIONAL SERVICES DIVISION _____ F.T.E.
SUPPORT SERVICES DIVISION _____ F.T.E.

GRAND TOTAL _____ F.T.E.

8

OTHER:

Terminations:

1. _____
2. _____
3. _____
4. _____
5. _____

New Hires:

1. _____
2. _____
3. _____
4. _____
5. _____

Approved Positions Open:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 624-6221

IEMORANDUM

DATE April 10, 1973

TO Newell B. Anderson, Associate Director, Administrative Services

FROM Sharon Perryman, Supervisor, Word Processing Center

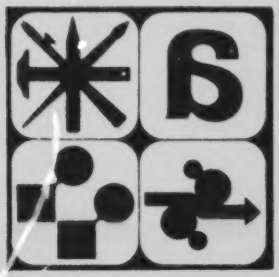
SUBJECT WORD PROCESSING CENTER - WEEKLY PRODUCTION

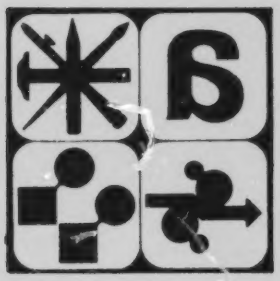
COPY TO Jim Lay, Coordinator, Reprographic Services

WEEKLY PRODUCTION - April 2, 1973, through April 6, 1973

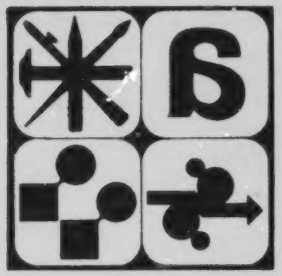
Average Daily Production per Operator (line count)	761
Top Producer (Daily Average)	1,435
Average Number of Completed Pages per Day	106
Total Composer items recorded for and played back by the composer during this period were	71
Total new Forms, Designs, Layouts were	22
Total Weekly Production (line count) by Departments:	
Administration	311
Education Services	6,731
Executive	778
Family Services	2,795
Research Services	804

Note: Production records for this week are not significant of the actual amount of production typed and completed within the Center as much of the work was retypes due to last minute changes as well as time consuming efforts in setting up budget schedules. Some overtime was again authorized on Volume III of the deliverables as it was behind schedule in getting into the Center.

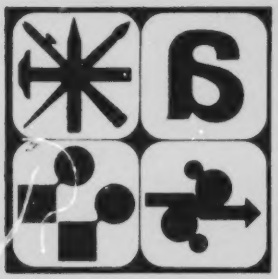


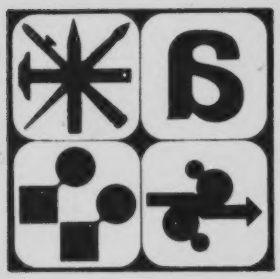


ADMINISTRATIVE SERVICES DIVISION:



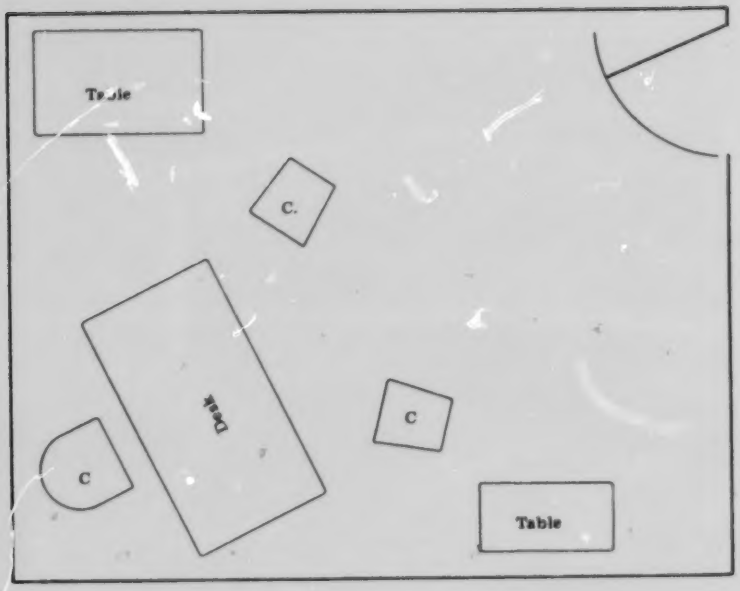
REPROGRAPHIC COMPONENT





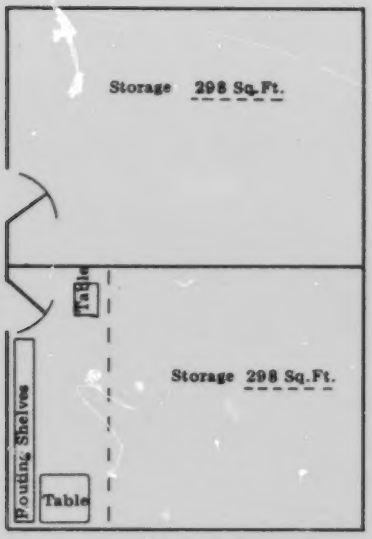
ADMINISTRATIVE OFFICE

198 Sq.Ft.

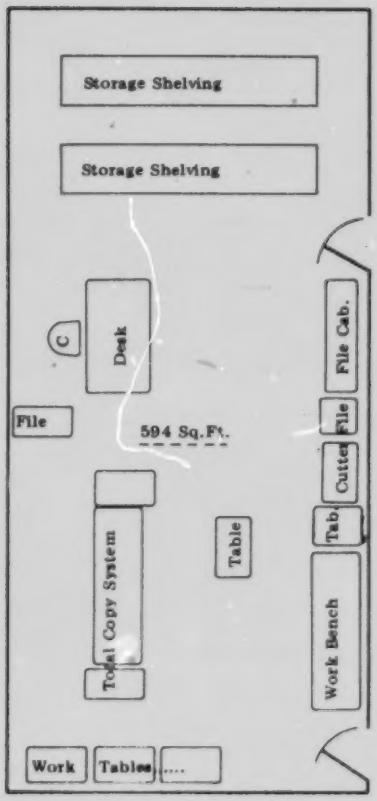


REPRODUCTION SERVICES

990 Sq.Ft.

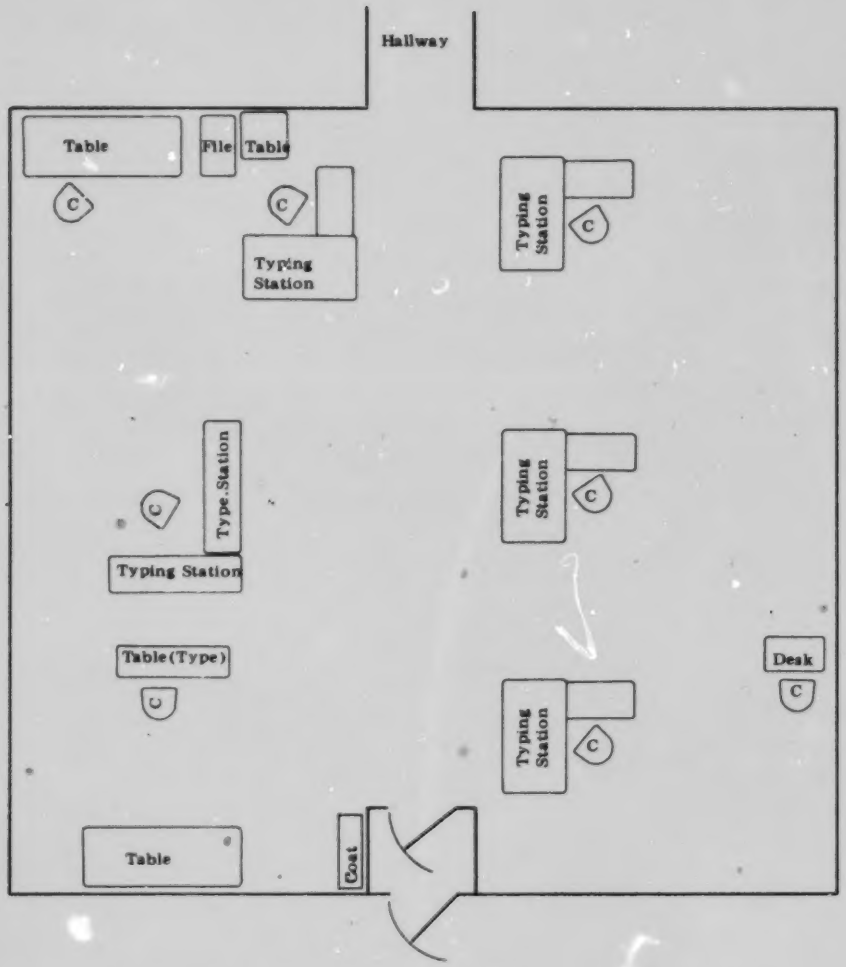


Hallway



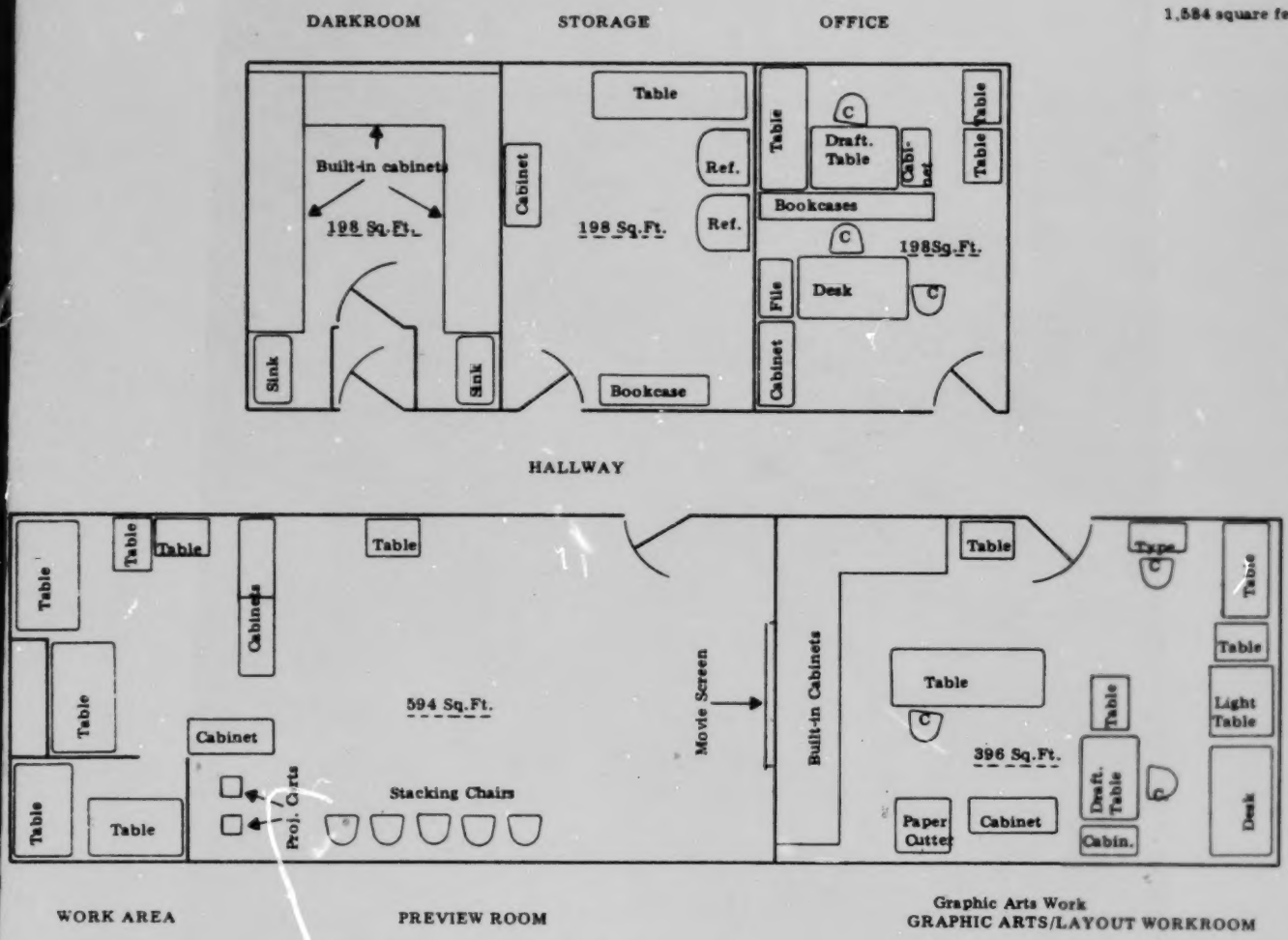
WORD PROCESSING CENTER

1,368 Sq.Ft.

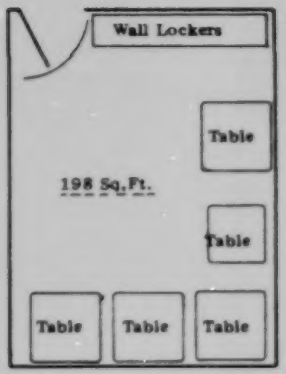


MULTI-MEDIA SERVICES

1,584 square feet



Hallway

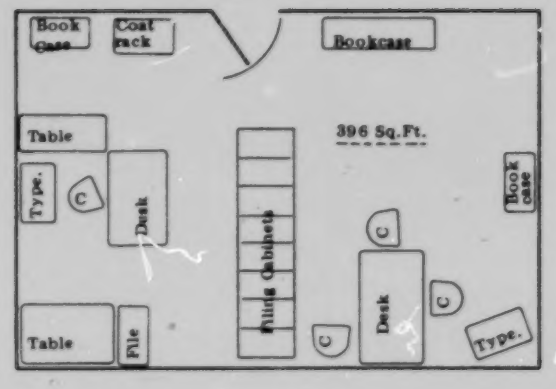


STORAGE

EDITOR/ARCHIVES/INFORMATION SERVICES

594 Square Feet

Hallway



Editor/Archives
Information Services
Office

May 5, 1975

Newell Anderson

Kay Lindstrom, MC/ET Operator, WPC

WEEKLY PRODUCTION

Jim Lay

WEEKLY PRODUCTION -- April 16, 1975 -- April 30, 1975

Total Composer Items recorded for and played back during this period were----------	65
Total New Forms, Designs were----------	26

Total Weekly Production (line count) by Divisions:

Administration----------	11,163
Executive----------	1,881
Family Services----------	3,396
Research Services----------	2,082

(Note: No lines of curriculum materials produced during this two week period.)

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL. (406) 524-6221

APPENDIX C

MEMORANDUM

DATE May 1, 1975

TO Jim Lay

FROM Ron Ball

SUBJECT PRESS RUN

COPY TO Newell Anderson

Press Run for April, 1975 was two hundred three thousand seventy-six (203,076) giving reproduction an average of twelve thousand six hundred ninety-two (12,692) impressions a day. It's not a bad average considering we had five days down time, due to maintenance.

Here are the figures on the quick copy count for April:

660 - 813

1,363 copies

660 - 814

1,386 copies

660 - 960

412 copies

660 - MCP 49

2,033 copies

3100 - 810 2nd floor

7,663 copies

3100 - 810 3rd floor

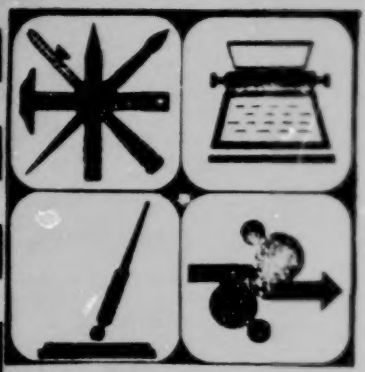
3,598 copies

IBM - 816

14,162 copies

Jim, the total count going through our quick copy system for April was thirty thousand six hundred seventeen (30,617).

RB/kl



Reprographic Services

JOB TICKET

ATTACH THIS FORM TO EACH JOB SUBMITTED

Building 816
Phone: 524-6460/6550

Date Submitted _____
Required Return Date _____

TO:
- ☐ Reproduction
- ☐ Word Processing
- ☐ Media/Graphics
- ☐ Editing

Date & Time Completed _____
For Reprographic Staff Only

Division/Department _____ Submitted By _____
Description _____ Return To _____
Phone _____ Building _____ Will Pick Up _____ Return By Routing _____

☐ **REPRODUCTION**

No. Pages _____
No. Copies Per Page _____
Print One Side ___
Print Both Sides ___
Collated: ___Yes ___No
File Master Copy _____
Return Master Copy _____

PAPER STOCK:
- ☐ White
- ☐ Color
- ☐ Cover
- ☐ Carbonless (NCR)
- ☐ Index
- ☐ Special (Specify Below)

BINDING:
- ☐ Staple
- ☐ Pad
- ☐ Plastic Comb
- ☐ 3 - Ring
- ☐ 2 - Hole
- ☐ Trim/Cut
- ☐ None

Instructions:

☐ **WORD PROCESSING**

- ☐ Composer
- ☐ MC/ET
- ☐ Form (New/Revision)
- ☐ Document
- ☐ No. Carbon Copies
- ☐ Letter/Memo
- ☐ Other (Specify Below)
- ☐ Rough Draft
- ☐ Final Draft
- ☐ Double - Space
- ☐ Single - Space
- ☐ Save Cards/Tape
- ☐ Do Not Save Cards/Tape

Instructions:

☐ **MEDIA/GRAPHICS**

GRAPHICS/ART:
- ☐ Form Design/Layout
- ☐ Rough Draft
- ☐ Final Draft
- ☐ Graphics/Charts
- ☐ Signs
- ☐ Art
- ☐ Other (Specify Below)

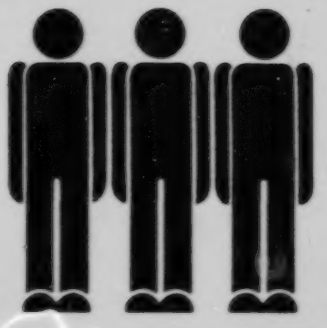
AUDIO VISUAL:
- ☐ Photographic Services
- ☐ Equipment
- ☐ Equipment Repair
- ☐ A - V Production (Specify below)

Instructions:

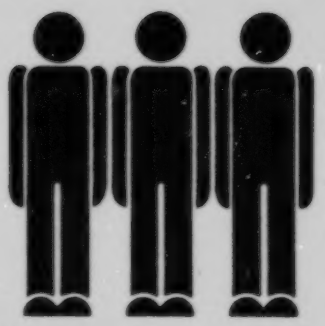
☐ **EDITING/ARCHIVES**

- ☐ For Filing
- ☐ For Information
- ☐ Needs Proofing
- ☐ Re-write
- ☐ Transmit to Word Processing
- ☐ Transmit to Reproduction
- ☐ Transmit to Media/Graphics

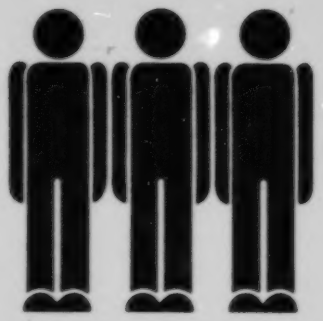
Instructions

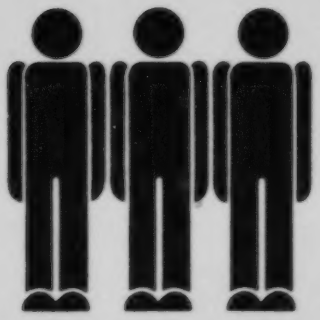


ADMINISTRATIVE SERVICES DIVISION:



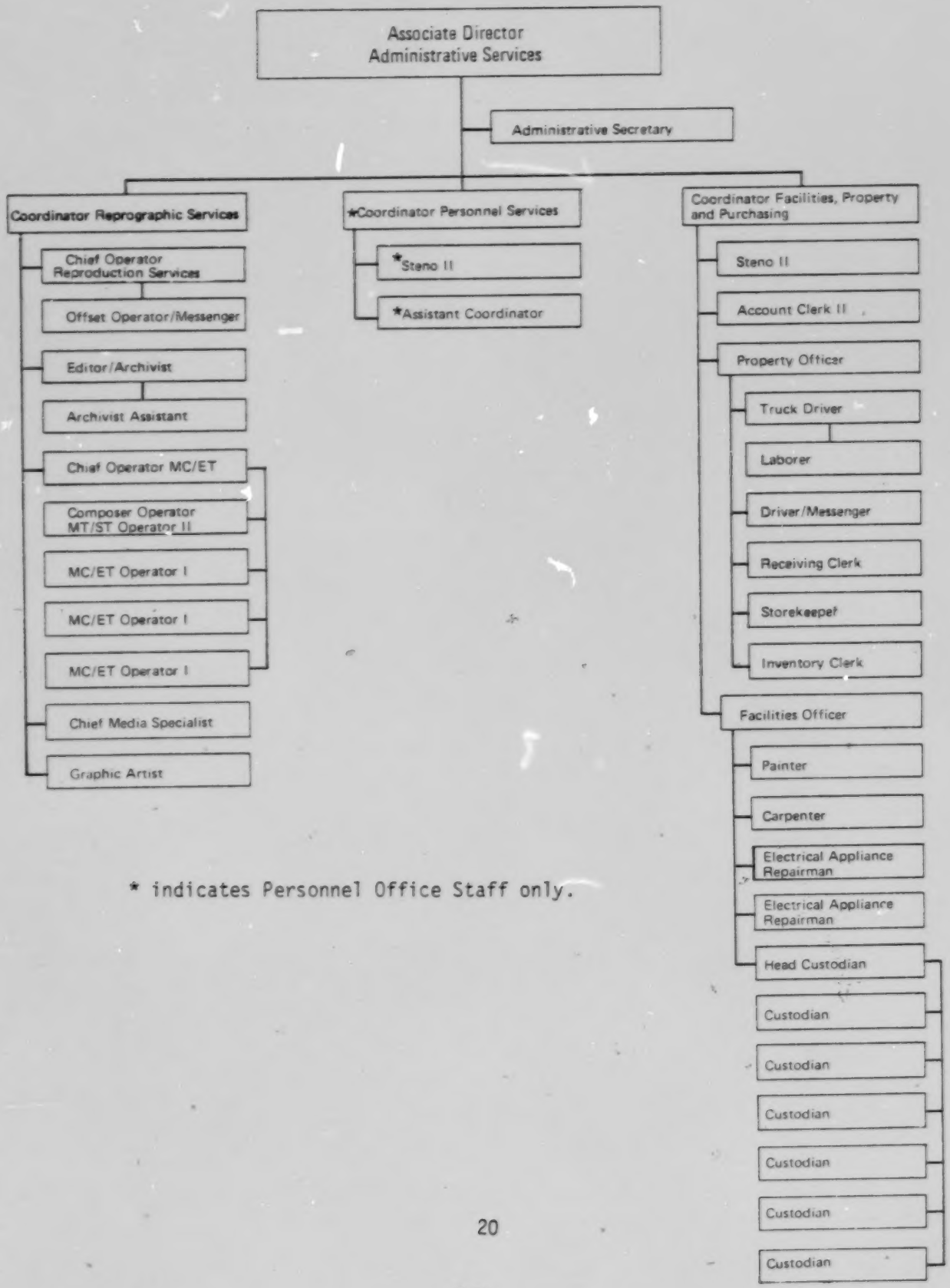
PERSONNEL COMPONENT





ADMINISTRATIVE SERVICES DIVISION STAFFING CHART

APPENDIX A 1



* indicates Personnel Office Staff only.

DIVISION:

JOB CLASSIFICATION: Range _____

POSITION TITLE: PERSONNEL OFFICER

JOB QUALIFICATIONS:

Masters degree preferred. Bachelors degree required in Business Administration, Personnel Administration, or related field. Two years experience in direct related field in lieu of education of one year can be substituted for requirements. Some personnel experience necessary. Knowledge of federal regulations and acts imperative in relationship to personnel functions. Working knowledge of insurance preferred.

PRIMARY JOB FUNCTIONS:

The Personnel Officer is the key employee in planning and implementing policies related to all phases of personnel activities. The Coordinator (in accordance with Federal regulations) is responsible for insuring that appropriate personnel are selected for the many specialized areas of the Mountain Plains scope of work.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Coordinate recruitment and be responsible for recruiting monies and people allocation of these monies.
2. Organize selection procedures and develop plans accordingly for all employment.
3. Administer the staffing functions of the entire Mountain Plains scope of work.
4. Recommend employee selections in conjunction with division recommendations through interview criteria, qualifications, and background re-affirmation.
5. Review personnel records for employment information on educational background, work record, eligibility for promotion from within, and supervisor evaluations and reports.
6. Organize and develop staff training and in-service programs when feasible.
7. Promote staff welfare by administering and advising the employees concerning the Fringe Benefits.
8. Coordinate all wage and salary information and schedules.
9. Coordinate all aspects of health and safety for M-P employees.
10. Keep the Personnel files of staff in an organized manner and constantly up-to-date.
11. Consults with staff at all levels and serves as advisor and/or liaison with other corporate officers.

12. Assists the Executive Director in the preparation of an annual budget. Relay salary information to the respective budgeting divisions.

13. Responsible for developing, implementing, and coordinating the Affirmative Action program.

14. Perform all other related and implied duties as assigned by the Executive Director.

REPORTING RELATIONSHIP:

The Personnel Officer is responsible directly to the Executive Director.

_____Executive Director

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Administrative Services

Job Classification: Range 11

A. Position Title: Assistant Coordinator, Personnel Services

B. Job Qualifications:

B.S. or B.A. degree in Business Administration or related field. Must have a working knowledge of applicable federal laws/regulations. Experience preferred in the areas of: Personnel, Supervision of Personnel, Office Management, Interviewing and Insurance.

C. Primary Job Function(s):

To assist the Coordinator of Personnel Services in all personnel activities. Day to day management of Mountain-Plains Safety and Insurance programs.

D. Major Duties and Responsibilities:

1. Works in the recruitment of staff personnel, including: interviews applicants, performs background and telephone reference checks, preparation and submission of newspaper advertisements; makes travel and accomodation arrangements for applicants when necessary, etc.

2. Supports and supervises personnel activities and employees.

3. Involved in the constant upgrading of personnel functions.

4. Helps to promote employee and participant welfare.

5. Administers Mountain-Plains liability, medical, life and automobile insurance programs.

6. Administers Workmans' Compensation procedures as applicable to Mountain-Plains.

7. Responsible for effective utilization of conference rooms in the administration building.

8. Administers Mountain-Plains Neighborhood Youth Corps Program.

9. Responsible for insuring Mountain-Plains compliance with O.S.H.A., including: record keeping requirements, and chairing the Safety Committee.

10. Serves as building custodian for Administration Building.

11. Performs all other related and implied duties as assigned by the Coordinator of Personnel Services.

E. Reporting Relationships:

The Assistant Coordinator, Personnel Services is directly responsible to the Coordinator of Personnel Services. Two positions are directly responsible to the Assistant Coordinator, Personnel Services: Receptionist and Driver/Messenger.

Approved by: Newell B. Anderson

Date: 5/27/73

JOB DESCRIPTION

Division: Admin. Services

Job Classification: Range 17

A. Position Title - Administrative Secretary Personnel Svs.

B. Job Qualifications:

High degree of proficiency in secretarial and administrative skills obtained through education and experience. Prefer a graduate of a business school with at least (3) years experience as a stenographer or a minimum of four to five years of stenographic secretarial experience dealing with management. Should have ability to organize the office, delegate responsibilities to other secretaries, ability to make decisions assume responsibility and possess initiative. Should have excellent ability to compose various types of correspondence.

Primary Job Function(s):

C. The Adminstrative Secretary for Personnel Services is responsible for maintaining coordination of all personnel functions with the other Mountain Plains departments. Performs liaison work with all departments and outside agencies. The position has many day-to-day responsibilities working with people as a hostess, receptionist, and public relations representative for the Mountain Plains Corporation.

D. Major Duties and Responsibilities:

1. Provide efficient secretarial work for the Personnel Officer in preparing status forms, letters, memos, documents, staffing reports, purchase requisitions, weekly expense reports, and telephone logs.

2. Provide a workable, efficient, and easily retrievable filing system found to be the most effective for personnel usage.

3. Record and distribute minutes of committees and discussions where the Personnel Office is involved: grievances, salaries, supervisory in-service, and safety.

4. Receives incoming correspondence and refers such information to the Personnel Officer.

5. Maintains a calender of appointments, interviews, and meetings for Personnel Officer.

6. Orders supplies and equipment for the Personnel Office as necessary, and maintains adequate stock of such materials.

7. Assume minor administrative duties, which relieves the Personnel Officer of these responsibilities.

8. Expedite testing of clerical applicants as deemed necessary to complete functions of open clerical positions.

9. Perform all other duties implicit in the position of Administrative Secretary or as required by the Personnel Officer.

E. Reporting Relationship:

Reports directly to the Personnel Officer for the Mountain Plains Corporation.

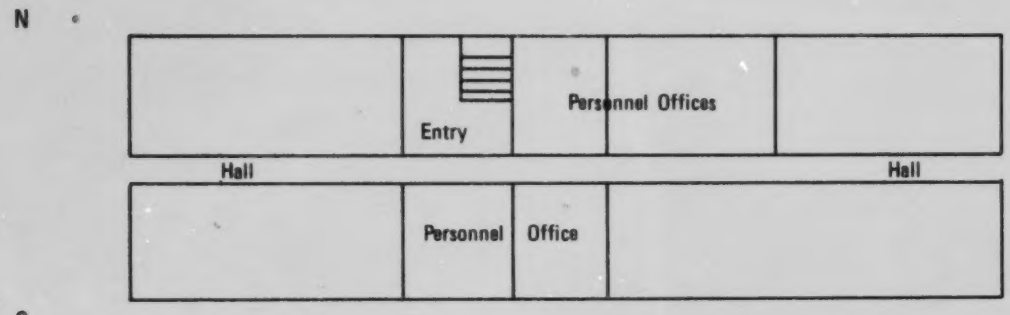
Approved by:

1. Robert D Baker 3/17/75
Personnel Officer

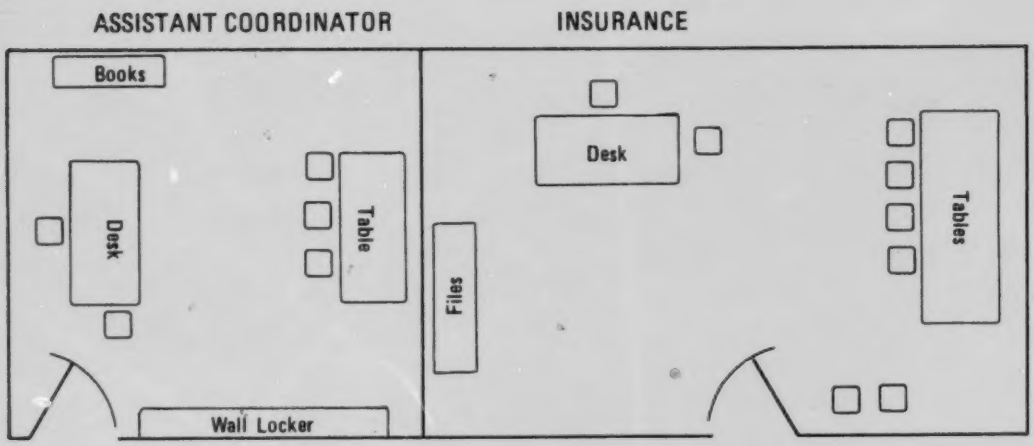
2. James A Jungman 3/18/75
Executive Director

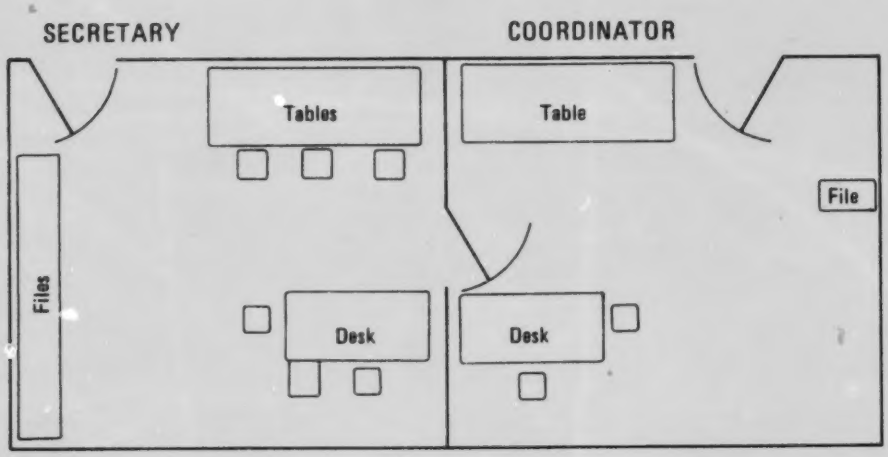
3. Harold F Anderson 3/17/75
Associate Director

PERSONNEL OFFICE FLOOR PLANS



Bldg. 816 – 1st Floor





Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231

EMPLOYMENT REQUISITION FORM

(Separate Requisition for Each Employee)

1. **New Employee Required By:** _____ (Department)

_____ (Supervisor) _____ (Date)

2. **Position to be Filled:** _____ **Code:** _____

Exempt: _____ **Experienced:** _____ **Permanent:** _____

Non-exempt: _____ **Inexperienced:** _____ **Temporary:** _____

3. **Reason for Requisition:**

a. If replacement show name of employee being replaced: _____

_____ Date of Termination: _____

b. If addition to staff indicate why employee required: _____

_____

_____

(ALL ADDITIONAL EMPLOYEES REQUIRE CENTER DIRECTOR'S APPROVAL)

4. **Brief Statement of Duties:** _____

_____

5. **List any special qualifications required:** _____

_____

6. **Effective Date of Employment** _____

7. **Recommended Starting Salary (approximate, based on average experience):** _____

Yearly: $_____ **Hourly:** $_____ **Monthly:** $_____

Exempt: _____ **Non-exempt:** _____

8. **Signatures:** Originator: _____

Dept. Head: _____

Director: _____ _____

Accounting: _____

Personnel: _____

REV. 3811

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 524-6221

APPLICATION FOR EMPLOYMENT

"AN EQUAL OPPORTUNITY EMPLOYER"

"The Civil Rights Act of 1964 as ammended prohibits discrimination in employment because of race, religion, sex, color, or national origin." "The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age."

(Please Print or Type Plainly) Date _____

Name (Last, First, Middle) Mr. __ Miss __ Mrs. __ Ms. __					Soc. Security No.
Current Address (Street, P.O., City, State, Zip)					How long at Current Address?
Permanent Address (Street, P.O., City, State, Zip)					Are you a U.S. Citizen?
Telephone No. Home _____ Business _____	Birth Date	Height	Weight	Marital Status	No. of Dependents
Position Desired	Options for which you wish to be considered				Application For Full Time ___ Part Time ___ Substitute ___

PREVIOUS EMPLOYMENT HISTORY (LIST LAST OR PRESENT EMPLOYER FIRST)

A

From Mo	From Yr	To Mo	To Yr	Company Name	Telephone No. and Company Address
Type of Company				Reason for Leaving	
	Job Title	Supervisor's Name		Supervisor's Title	Base Annual Salary
Start					$
Last					$
Duties in Brief					

B

From Mo	From Yr	To Mo	To Yr	Company Name	Telephone No. and Company Address
Type of Company				Reason for Leaving	
	Job Title	Supervisor's Name		Supervisor's Title	Base Annual Salary
Start					$
Last					$
Duties in Brief					

C

From Mo	From Yr	To Mo	To Yr	Company Name	Telephone No. and Company Address
Type of Company				Reason for Leaving	
	Job Title	Supervisor's Name		Supervisor's Title	Base Annual Salary
Start					$
Last					$
Duties in Brief					

EDUCATIONAL PREPARATION

School	Name and Address of School	Major or Course of Study	Years Attended From To	Did You Graduate?	Check Last Year Completed	List Diploma or Degree
High School				Yes No	1 2 3 4	
College				Yes No	1 2 3 4	
Graduate College				Yes No	1 2 3 4	
Other (Specify)				Yes No	1 2 3 4	

MILITARY

What is your present Selective Service Classification?_____ Were you in U.S. Armed Forces?_____

If yes, what branch?_____ Rank at discharge_____

Date of discharge: From_____ To_____

Month Day Year Month Day Year

List duties/special training in service_____

PERSONAL

Do you have any physical defects?_____ If yes, describe_____

Have you had a major illness in the past five years?_____ If yes, describe_____

Do you have a current valid state drivers license?_____ What state?_____

Were you ever convicted for other than minor traffic citations?_____ If yes you may be asked to explain to employing officer.

May inquiry be made of your present employer regarding your character, qualifications, and record of your employment?_____

Lowest pay you will accept_____ How soon could you be available?_____

List any relatives working for us:_____

Name Relationship

_____

Name Relationship

Explain any additional capabilities that might relate to your work_____

List certifications held for the type of employment requested_____

List membership in organizations_____

List Hobbies, Interests_____

PERSONAL REFERENCES

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

To the best of my knowledge, the answers to the questions are true and I u and that if employed, false statements shall be considered sufficient cause for dismissal.

30

I authorize investigation of all statements and related information contained in this application unless herein specifically stated otherwise.

Signature_____ Date_____

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 524-6221

This information below is for federally required census purposes only. It is not required that you fill out this request as its completion is, voluntary. This information will in no way be used in the employment process. It is not a part of this application and will be separated from the application upon Mountain Plains receipt. Again, if this request is completed the information will be confidential and used exclusively for the federally required census.

Mountain Plains is an Equal Opportunity Employer.

_____ WHITE	_____ ASIAN AMERICAN
_____ BLACK	_____ AMERICAN INDIAN
_____ SPANISH-SURNAMED	_____ OTHER

Please check the line above which best describes your racial or ethnic origin.

INTERVIEW REPORT

Name: _____ Date of Interview: _____

Position Requested: _____

Division: _____

Date of Availability: _____

Where Can We Reach Interviewed: _____

Family Background: _____

Marital Status: _____ Where is Home: _____

INTERVIEWER DISCUSS AND COMMENT ON THE FOLLOWING AREAS:

Knowledge or Skill: _____

_____

Education: _____

_____

Experience: _____

_____

Area Best Qualified: _____

Other Areas Qualified: _____

AREAS THAT SHOULD BE CONSIDERED IN EMPLOYEE INTERVIEWS:

Personality: _____

_____

General Appearance: _____

_____

Additional Comments: _____

_____

_____

32

Signature: _____

Form P 106

INTERVIEWER'S SUMMARY AND EVALUATION GUIDE

Name _____ Date _____ Interviewer _____

Why are you considering employment with our company? For this position?	H M L
What kind of work did you do on your last job?	H M L
Why did you leave?	H M L
What would you have liked to do for that employer?	H M L
What part of the job did you enjoy most? Like least?	H M L
What kind of work do you like to do best?	H M L
Where and when did you do this? Or learn about it?	H M L
If married and relevant as per application. What does your husband (wife) do? Where does he (she) work?	H M L
How old are your children? Do they present any problems in your ability to perform this job?	H M L
How do you plan to get to work here?	H M L

© 1972
ALL RIGHTS RESERVED
PRINTED IN U.S.A.

Catalog #17 Aptitude Test Service, Inc. P. O. Box 16 Golf, Illinois 60029

INTERVIEWER'S SUMMARY AND EVALUATION GUIDE, Continued

Where do you want to be and what do you want to do five years from now?	H M L
Do you think that you will achieve this long term goal?	H M L
What are you doing or what do you plan to do to improve your skills?	H M L
How do you think this will relate to your employment here?	H M L
Where have you and when have you experienced job related personal weakness or difficulties?	H M L
In what ways have you seen success in the past? Both on the job and elsewhere.	H M L

INTERVIEWER'S COMMENTS

Evidence of character	H M L
Stability in past and prospects of stability in the future.	H M L
Indication of ability to do this job.	H M L
Potential for advancement.	H M L
Possibilities of failure.	H M L
Conclusions—Recommendations	H M L

Catalog #17

Interviewer's signature_____

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

TELEPHONE REFERENCE CHECK

Date: _____

Name of Applicant: _____

Former Company: _____ Phone: _____

Title: _____

This is _____ from Personnel Department, Mountain-Plains.

_____ is being considered for employment and I would like to discuss this with you.

1. What dates did he (she) work for you? _____
2. What position did he (she) hold? _____
3. What was his (her) salary? _____
4. What type of personality? _____
5. Was he (she) an honest employee? _____
6. How were his (her) morals, ethics, personal habits? _____

   _____
7. Was he (she) frequently absent of late for work? _____
8. How was general attitude? _____
9. What are his (her) stronger points? _____
10. Did you observe weak points? _____
11. Would you think he (she) can make a good _____ employee for M-P.
12. Why did he (she) leave? _____
13. Is he (she) eligible for rehire? _____
14. Additional Comments: _____ 35 _____

    _____

PERSONNEL CHECK LIST

NAME _____

ADDRESS _____

PHONE _____

SOC. SEC. NO. _____

___1) RESUME'

___2) APPLICATION

___3) REQUISITION FORM

___4) JOB DESCRIPTION

___5) LETTER CONFIRMING EMPLOYMENT

___6) LETTER ACCEPTING EMPLOYMENT

___7) W4 FORMS (2 copies)

___8) STATUS FORM

___9) GROUP INSURANCE ENROLLMENT & RECORD CARD (2)

___10) BACKGROUND REFERENCE CHECK

___11) INTERVIEW REPORTS

___12) EVALUATION FORM

___13) LEAVE REQUEST FORM

___14) MISCELLANEOUS

JOB POSITION: _____

APPLICANTS CONSIDERED: _____

_____

_____

_____

_____

_____

APPLICANTS INTERVIEWED: _____

_____

_____

_____

_____

_____

INTERVIEWED BY: _____

FINAL SELECTION: _____

REASON: _____

_____

_____

_____

_____

_____

_____

_____

PLEASE CHECK USE

EMPLOYMENT AND CHANGE OF STATUS FORM

Date

HIRE [ ] TRANSFER [ ] CHANGE OF RATE [ ] NAME CHANGE [ ] CLASSIFICATION CHANGE [ ]

EMPLOYEE NAME _____ Soc. Sec. No. _____ Male [ ] Female [ ]

ADDRESS _____ Home Phone No. _____

Height _____ Weight _____ Marital Status _____ No. Dependents _____ Birthdate _____

Previous Employment _____ EXEMPT [ ] NON-EXEMPT [ ]

Insurance Class _____ DEPS. [ ] NO DEPS. [ ]

Length of Service Date _____ Ins. Effective Date _____ Ins. Ded. Semi-Mo. $ _____

PRESENT STATUS

DEPT. _____ JOB TITLE _____ CLOCK No. _____

RATE _____ Range/Step _____ Paid Semi-Monthly [ ] Paid Bi-Weekly [ ] Per Hour [ ]

Occup'n Group _____ Job CODE _____ SHIFT _____

NEW STATUS

DEPT. _____ JOB TITLE _____

RATE _____ Range/Step _____ Paid Semi-Monthly [ ] Paid Bi-Weekly [ ] Per Hour [ ]

Occup'n Group _____ Job CODE _____ SHIFT _____

I understand that no employee has the authority to order materials or service or otherwise commit MPREC funds without processing a Purchase Requisition; or further that, unauthorized commitment of funds will be considered personal and the responsibility of the individual. Direct payment of such responsibilities is hereby authorized by me through Payroll deduction.

Nothing herein contained shall prevent termination of employment by either party at will, subject to any controlling labor agreement to the contrary.

EMPLOYEE SIGNATURE _____

REMARKS _____

EFFECTIVE DATE: _____

SUPERVISOR	ACCOUNTING
DEPARTMENT HEAD	PERSONNEL
CENTER DIRECTOR	

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 524-6221

AGREEMENT ON RELOCATION AND EMPLOYMENT ALLOWANCE

This agreement, when accepted and signed by you, will confirm our agreement reached with you concerning the relocation expenses for which you may be reimbursed. Such expenses include:

1. Cost of transportation between your present residence and your new location by the most economical means consistent with available accommodations and prescribed time limits. Such transportation may be by common carrier or private automobile.

2. Travel by automobile will be reimbursed at the rate of:

   Employee alone--6¢ mile; Employee and 1 dependent--8¢ a mile; Employee and 2 dependents--10¢ a mile; Employee and 3 or more dependents--12¢ a mile; by standard map distances between points.

   If size of a family and quantity of ordinary luggage demands more than one car, mileage for two cars can be reimbursed. A per diem of $25.00 for the employee can be reimbursed. A minimum of 300 miles must be covered for each day that "per diem" is claimed.

3. The cost of moving household goods and personal effects but not automobiles, motorcycles, similar motor vehicles, airplanes, trailers and boats to your new residence will be reimbursed under the following terms:

   a. Weight limits - 11,000 lbs. per family.

   b. The Government Commuted Rate Schedule will apply. Movers have copies of this.

   c. Employee arranges for and pays for the move and upon presentation of original or certified copy of Bill of Lading, reimbursement will be made for actual cost but not beyond the limit set forth in the Commuted Rate Schedule.

   or

   d. At the employee's request Mountain-Plains will issue a letter to the moving company assuring direct payment by Mountain-Plains within the above limits.

      Mountain-Plains will render payment to the mover upon receipt of the invoice and all claims of loss and/or damage will be solely the responsibility of the employee to the vendor.

4. If a house trailer is to be used as the residence at the new station, cost of transporting the house trailer can be reimbursed to the amount comparable on the Commuted Rate Schedule.

5. Should you resign or other wise terminate your employment with MPEEDP at your convenience prior to the completion of one full year's service from date of hire, you will be obligated to reimburse the company for all relocation expenses paid to you and/or the carrier.

If the foregoing is acceptable, please sign and return these three (3) copies and retain the fourth for yourself. This will constitute a binding agreement between us upon accepting our offer of employment.

MOUNTAIN-PLAINS EDUCATION AND ECONOMIC DEVELOPMENT PROGRAM, INC.

_____
(Executive Director - or Designee)

Accepted: _____
(Employee)

Date: _____

_____ 39
(Fiscal Affairs)

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 524-6221

INFORMATION DISCLOSURE AUTHORIZATION

I, _____ an employee of Mountain-Plains Education & Economic Development Program, Inc. allow the disclosure of personal information regarding my employment to the following: _____

_____

Signed: _____

Date: _____

PROPERTY RESPONSIBILITY AGREEMENT

I understand and agree as an integral part of my employment with Mountain Plains Education and Economic Development Program, Inc., a Montana corporation, custodial responsibility for United States Government and Corporate property to be used pursuant to my duties for the Corporation.

I understand and agree that this custodial responsibility involves monetary reimbursement to the Corporation for any damage or loss of said property through my negligence either by commission or omission. I understand that if any sums are owing by reason of my negligence in caring for said property, I will, either by payroll deduction or reimbursement, pay for the damage caused thereto.

DATED this _____ day of _____, 19___.

WITNESS:

_____
Employee

_____

cc: Employee:
Personnel Department
O & M, Property Control

Form No._____

MOUNTAIN-PLAINS STAFF PERFORMANCE EVALUATION REPORT

THE PURPOSE OF THE RATING is to help develop a better service and better employees through periodic evaluation and recording of the employee's performance on the basis of consistent standards. Its objective is to let management and the employee know how the employee is getting along, his strong points as well as those that are weak, giving recognition for good work and providing a guide for improvement. It will be used in accordance with the Mountain-Plains policies to help determine eligibility for periodic raises and promotion, as well as the order of lay-off and reinstatement. Ratings are taken into consideration in matters relating to transfer, demotion, and removal. The rating should assist the supervisor to analyze work assignments as well as the employee's performance. It provides an opportunity to convert indefinite daily impressions into a more objective history of work performance, followed by open-minded discussion of the performance with the employee.

PROCEDURE:

When *SEPARATION* is checked, show cause and indicate in summary section whether or not the employee should be rehired.

PERIOD of rating shall be actual dates. It is not necessary to show anniversary date.

Salary increases will not be approved if current ratings are not made.

OUTSTANDING and *NOT ACCEPTABLE* ratings must be substantiated in summary statement.

When an employee is hired, he should be told of the standards of performance upon which his work will be rated.

The person most directly familiar with the employee's service during the rated period should do the rating. If the employee has had more than one supervisor during the period, the other supervisors should be consulted.

When the evaluator has completed his preliminary rating, he/she should arrange for a private discussion of the rating with the employee. If the employee has *VALID AND REASONABLE* protests to any of the markings, they should be changed accordingly. At that time, the evaluator's final markings should be made in ink (preferably ball point pen). Then both the rater and employee should sign and date the rating.

THE RATINGS are sent to the reviewing director prior to the above discussion who notes his/her approval or disapproval by signing the form. Any changes he/she makes in the ratings should be in ink on all three copies of the rating. They should be initialled by the person making the changes. The reviewing director sends the evaluation back to the evaluator.

FINAL DISTRIBUTION of the completed forms is: original copy to Personnel Section, copies to evaluator and the employee.

DEFINITIONS:

OUTSTANDING is actual performance well beyond that required for the position. It is exceptional or signal performance, definitely superior or extraordinary.
FEW QUALIFY FOR OUTSTANDING

VERY GOOD represents performance which is better than that expected of a fully competent employee. It is superior to that which is expected but is not of such signal or rare nature as to warrant outstanding.

GOOD is the performance expected of a fully competent employee. It means meeting the standards required for the position.

NEEDS IMPROVEMENT level of performance is less than that expected of a fully competent employee. It means improvement is necessary. A rating of this type should be thoroughly discussed with the employee, and a 30 day follow-up rating should be made with a special report of progress.

NOT ACCEPTABLE performance is definitely inferior to the standards required for the position; it means a very inadequate or undesirable performance. A person so rated should be removed from his position unless unusual circumstances are involved.

Mountain-Plains Education & Economic Development Program, Inc.

EMPLOYEE EVALUATION REPORT

Division or Department	Classification Title			Employee					From
TYPE OF REPORT	Annual	Promotion	Separation	Transfer	Demotion	Special	Dismissal	PERIOD	To

PRESENT DUTY BEING EVALUATED

BRIEF SUMMARY OF DUTIES (Use reverse if necessary)

RATING FACTORS (Consider how this employee is performing on their job)		Not Acceptable	Needs Improvement	Good	Very Good	Outstanding
JOB CAPABILITY	Knowledge of job requirements, skills in all phases of job, grasp of broad job area.					
PLANNING ABILITY	Effective in planning, careful in planning, anticipates and takes action to solve problems, sees ahead.					
MANAGE-MENT	Economy of operation given attention, use of manpower and materials, efficient in organization, understands goals, objectives.					
LEADER-SHIP	Displays leadership, handles subordinates/has respect, teamwork, exerts control.					
JUDGEMENT	Evaluative, logical, sound and reasonable, error frequency.					
HUMAN RELATION-SHIPS	Cooperation, gets along with people, effectiveness with subordinates/ superiors, understanding, public relations.					
WRITING ABILITY	Expresses thoughts and ideas; clarity, grammer, structure, conciseness.					
ORAL EXPRESSION	Expresses thoughts and ideas; clarity, grammer, conciseness.					
JOB ACCOMPLISH-MENT	Quality: thorough, neat, accurate, expertise.					
	Quantity: Production of work performed/assigned.					
PERSONAL FITNESS	Physical condition, appearance, habits, sobriety, absenteeism, emotional stability, integrity, punctuality.					
ATTITUDE	Enthusiasm, accepts suggestions for improvement, accepts assignments, conforms to job requirements, loyalty.					
DEPEND-ABILITY	Reliability, task accomplishment, meet deadlines.					

OVER-ALL EVALUATION

(Specific justification required for these sections)							(Specific justification required for these sections)	
☐ Unsatisfactory	☐ Marginal	☐ Below Average	☐ Slightly Below Average	☐ Effective and Competent	☐ Effectiveness well above most	☐ Excellent, seldom equaled	☐ Outstanding, almost never equaled	☐ Absolutely Superior

JUSTIFICATION (Use reverse if necessary)

ADVANCEMENT OR SALARY INCREASE POTENTIAL

1. Does not demonstrate a capability for advancement or salary increase at this time. ☐
2. Performing well in present job, should be considered for a salary increase now. ☐
3. Demonstrates capability for increased responsibility, consider for advancement now. ☐
4. Outstanding growth potential based on demonstrated performance. Advancement and salary increase should be made now. ☐

COMMENTS (Use reverse if necessary)

EMPLOYEE:

☐ I agree with this evaluation, including attachments, (if any).

☐ I disagree with this evaluation, including attachments, (if any).

_____ (Signature) _____ (Date)

EVALUATOR:

☐ I have discussed this evaluation, including attachments, (if any), with the employee on

☐ I have not discussed this evaluation, including attachments, (if any) with the employee.

_____ (Signature)

_____ (Title) _____ (Date)

REVIEWING DIRECTOR:

The evaluation, ratings, attachments (if any), are in my opinion:

☐ Liberal ☐ Reasonable ☐ Conservative

I have_____, have not_____, discussed this entire evaluation with the indicated evaluator on _____ (Date)

_____ (Signature) _____ (Date)

This entire evaluation was received in the Personnel Office on:

_____ (Date) by _____ (Name)

44

Form P 109 (Revised 11-1-72)

EMPLOYEE OF THE MONTH

GUILDELINES

1. Once a month, the Associate Directors in each Division, the Controller, and the Director of Research will send in their respective choice(s) for the employee of the month in their divisions to the Executive Director. The Associate Directors will solicit department recommendations from the department heads of each of their departments. Nominations will be due to the Division head on or before the end of the third week of each month. The Divisional selection will be due to the Executive Director on the last Monday of each month. (See format attached.) No exception will be made to submission after the above specified due dates. A late nomination will require a resubmission during the following period.

2. All information will be treated confidentially and with objective consideration.

3. All employees Range 9 through 23 are eligible for this award.

4. Employee's consistent outstanding contribution to success of Mountain-Plains via support or operation will be the primary criteria for the awarding of this recognition. No more than three (3) employees per Division should be nominated for consideration at any one time.

5. The Executive Director will consult with the appropriate Associate Directors to clear up any close decisions.

6. Any employee receiving this recognition will receive the following:

   a. An automatic step increase in salary; effective date immediately. This will not affect any future cost of living increase or annual merit increase eligibility.

   b. An article will be put in the Forum and the Mountain-Plains Briefing Memo about his/her selection. Pictures and information about the employee will be posted in the marquee in Building 816.

7. Any employee receiving this award remains eligible for renomination and future selection.

8. The Executive Director's decision will be final.

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 524-6221

TERMINATION CLEARANCE

DATE: _____ CLOCK NO. _____

NAME: _____

FORWARDING ADDRESS: _____

_____

THIS FORM IS IMPORTANT IN YOUR TERMINATION PROCESSING. COMPLETE WITH CARE.

1. DIRECT SUPERVISOR: _____
2. AREA DIRECTOR: _____
3. MULTI-MEDIA: _____
4. HOUSING: _____
5. PROPERTY CONTROL: _____
6. INSURANCE: _____
7. PERSONNEL: _____
8. ACCOUNTING: _____
9. FAMILY CENTER: _____

REASON FOR TERMINATION: _____

_____

EXIT INTERVIEW: _____

_____

_____

_____

_____

_____

_____

_____

_____

INTERVIEWER SIGNATURE

Mountain-Plains Education & Economic Development Program, Inc.

WEEKLY STAFFING REPORT - PERSONNEL
WEEK OF:_____

1. TOTAL FULLTIME EMPLOYEES _____
2. TOTAL TEMPORARY EMPLOYEES _____
3. WORK EXPERIENCE _____
4. INTERNS _____

EXECUTIVE DIVISION
Professional _____
Clerical _____
SUB TOTAL _____

CONTROLLER
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

RESEARCH SERVICES
Director _____
Administrative Secretary _____
Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

TOTAL_____

ADMINISTRATIVE SERVICES DIVISION
Associate Director _____
Administrative Secretary _____
SUB TOTAL _____

FACILITIES, PROPERTY & PURCHASING
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

PERSONNEL
Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

REPROGRAPHICS
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

47
TOTAL_____

EDUCATIONAL SERVICES DIVISION
Associate Director _____
Coordinator _____
Administrative Secretary _____
Steno II _____
SUB TOTAL _____

MATH LAB
Professional _____
Para-Professional _____
SUB TOTAL _____

COMMUNICATIONS LAB
Professional _____
Para-Professional _____
SUB TOTAL _____

FAMILY CORE CURRICULUM
Professional _____
Clerical _____
Temporary _____
Intern _____
SUB TOTAL _____

EARLY CHILDHOOD
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
Intern _____
SUB TOTAL _____

BUSINESS AND OFFICE
Professional _____
Para-Professional _____
Clerical _____
Temporary _____
SUB TOTAL _____

BUILDING AND TRADES
Professional _____
Para-Professional _____
Temporary _____
SUB TOTAL _____

MOBILITY AND TRANSPORTATION
Professional _____
Para-Professional
Temporary
SUB TOTAL _____

MARKETING AND TOURISM

Professional _____
Para-Professional _____
Temporary _____
SUB TOTAL _____

TOTAL _____

SUPPORT SERVICES DIVISION

Associate Director _____
Administrative Secretary _____
Placement Officer _____
Secretary I _____
SUB TOTAL _____

STATE OFFICES

Professional _____
Clerical _____
Work Experience _____
Intern _____
SUB TOTAL _____

COUNSELING SERVICES

Professional _____
Para-Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

COMMUNITY DEVELOPMENT

Professional _____
Para-Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

CAREER GUIDANCE

Professional _____
Clerical _____
Intern _____
Temporary _____
SUB TOTAL _____

TOTAL _____

RECAP:

EXECUTIVE DIVISION _____ F.T.E.
ADMINISTRATIVE SERVICES DIVISION _____ F.T.E.
EDUCATIONAL SERVICES DIVISION _____ F.T.E.
SUPPORT SERVICES DIVISION _____ F.T.E.

48

GRAND TOTAL _____ F.T.E.

OTHER:

Terminations:
1. _____
2. _____
3. _____
4. _____
5. _____

New Hires:
1. _____
2. _____
3. _____
4. _____
5. _____

Approved Positions Open:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

INSURANCE HISTORY FORM

APPENDIX F 1

NAME: _____

SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

_____

PHONE: _____

SECTION & TITLE: _____

SPOUSE: _____

DEPENDENTS: _____ _____

_____ _____

_____ _____

INSURANCE HISTORY:

WORKMEN'S COMPENSATION DIVISION

Department of Labor and Industry
815 Front Street
Helena, Montana 59601

CASE No. _____

Firm No. _____

EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE

INSTRUCTIONS--Employer must complete form at once after every accident or occupational disease which causes loss of time from work or requires medical attention and mail to Workmen's Compensation Division, Helena, Montana. Form must be signed in pen and ink. ALL QUESTIONS MUST BE ANSWERED FULLY. This form contains all items requested on OSHA Form No. 101, "Supplementary Record of Occupational Injuries and Illnesses."

INJURED EMPLOYEE

Full name of injured employee _____ Occupation _____
Home address _____ (Street) _____ (City) How long has he been in your employ? _____
Social Security No. _____ Sex _____ Age _____ Married ☐ Single ☐
Department _____ (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

EARNINGS

Monthly Wage _____, or Weekly Wage _____, or Daily Wage _____, or Hourly Wage _____
Receive board? Yes ☐ No ☐ Receive room? Yes ☐ No ☐ Days worked per week _____ Hours worked per week _____ Employee's pay period? Monthly ☐, Semi-monthly ☐, Weekly ☐. List employee's gross earnings and date of last 4 pay periods
1. _____ (Date/Amount) 2. _____ (Date/Amount) 3. _____ (Date/Amount) 4. _____ (Date/Amount)
List Payroll Classification Code under which employee's wages were reported _____

ACCIDENT AND INJURY

Describe in full how accident happened and GIVE CAUSE--Tell what employee was doing when injured:

Nature or extent of injury or illness _____ (Cut-Fracture) Part of body affected _____ (Leg-Arm-Back-Head)
Did employee die? Yes ☐ No ☐
Name of witnesses to accident 1. _____ 2. _____
Date of injury or initial diagnosis of occupational illness Mo. _____ Day _____ Year _____ Hour _____ A.M. _____ P.M.
Was employee injured in course of employment? Yes ☐ No ☐
Place where accident occurred
_____ (Address) _____ (City) _____ (County)
Was place of accident or exposure on employer's premises? Yes ☐ No ☐
Were you notified of accident? Yes ☐ No ☐ How _____ Date _____
Have you reason to question this accident? Yes ☐ No ☐ If "yes," explain fully _____

SAFETY

1. Was the accident caused by an unsafe act on the part of the injured? Yes ☐ No ☐
2. Was the accident caused by an unsafe condition? Yes ☐ No ☐
3. What specific device, object or substance caused the injury? _____

MEDICAL ATTENTION

Name of attending physician _____
Address _____
Was employee hospitalized? Yes ☐ No ☐ Name of hospital _____
Address _____

TIME AND WAGE LOSS

1. Will the employee return to work before or during his next scheduled shift? Yes ☐ No ☐
2. Will employee lose wages? Yes ☐ No ☐
3. Date wage loss began _____ Amount of weekly wage loss _____

EMPLOYER

Name of employer _____
D.B.A. _____
Address _____ Nature of business _____
Location, if different from mail address _____
Check one: Individual ☐ Partnership ☐ Corporation ☐

Signed, this _____ day of _____, 19 ____
at _____, Montana

Prepared by _____
Signed by _____
Official Title _____

NOTICE—EMPLOYEE'S CLAIM FOR COMPENSATION, FORM 54, MUST BE FILED WITHIN 12 MONTHS FROM DATE OF ACCIDENT

FORM 37-2

b5a

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 524-6221

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

THIS FORM MUST BE COMPLETED FOR ANY AND ALL JOB RELATED ACCIDENTS

SEND THIS REPORT TO DOUG ALLIE, ASSISTANT COORDINATOR, PERSONNEL SERVICES, AND A COPY OF THIS REPORT TO THE COORDINATOR OF YOUR AREA. IF THERE IS NO COORDINATOR, SEND A COPY TO THE DIVISIONAL DIRECTOR. THIS REPORT MUST BE RECEIVED WITHIN 24 HOURS FROM THE DATE OF THE ACCIDENT.

You can't stop accidents unless you know how and why they happen. First find out what caused the accident and then correct or remove the cause.

Name of injured _____

Department or trade _____

Date of accident _____ Time _____ A.M. P.M.

Place where accident occured _____

Witnesses to the accident (1) _____ (2) _____

Brief description of accident and injury _____

_____

_____

_____

What do you believe caused the accident: Describe (a) any unsafe act of the injured person or fellow employee (b) faulty machine or equipment (c) unsafe condition of area (d) other _____

_____

_____

What should be done to prevent repetition? _____

_____

Has it been done? Yes _____ No _____ If not, give reason _____

Name of attending physician (If none write "None") _____

Will employee return to work before or during his next scheduled shift? Yes _____ No _____

Date of Investigation _____

Signature of Supervisor

BE SURE THAT ALL BLANKS HAVE BEEN COMPLETED

OSHA NO. 100

LOG OF OCCUPATIONAL

Case or file no.	Date of injury or initial diagnosis of illness. If diagnosis of illness was made after first day of absence enter first day of absence. (mo./day/yr.)	Employee's Name (First name, middle initial, last name)	Occupation of injured employee at time of injury or illness	Department to which employee was assigned at time of injury or illness	DESCRIPTI Nature of injury bod (Typical entries fo Amputation of l Strain of lower l Contact dermatit Electrocution—l
1	2	3		4	5

Note: This form is continued on the back of this page. The instructions which appear on the reverse side of the form are shown on the following page.

Company Name _____

Establishment Name _____

Establishment Location _____

Injury Code
10 All occupational injuries

INJURIES AND ILLNESSES

Form Approved
OMB NUMBER 44R 1453

ON OF INJURY OR ILLNESS		EXTENT OF AND OUTCOME OF INJURY OR ILLNESS					
r illness and part(s) of r affected r this column might be: t joint right forefinger ack is on both hands ody)	Injury or illness code *See codes at bottom of page.*	Fatalities	Lost Workday Cases		Nonfatal Cases Without Lost Workdays		
		Enter date of death (mo./day/yr.)	Enter workdays lost due to injury or illness (*see instructions on back.*)	If, *after* lost workdays, the employee was permanently transferred to another job or was terminated, enter a check in the column below	If no entry was made in columns 8 or 9, but the injury or illness did result in: Transfer to another job or termination, or; medical treatment, other than first aid, or; diagnosis of occupational illness, or; loss of consciousness, or; restriction of work or motion; Enter a check in the column below	If a check in column 11 represented a transfer or termination, enter another check in column 12	
6		7		8	9	10	11	12

Illness Codes

21 Occupational skin diseases or disorders
22 Dust diseases of the lungs (pneumoconioses)
23 Respiratory conditions due to toxic agents
24 Poisoning (Systemic effects of toxic materials)
25 Disorders due to physical agents (other than toxic materials)
26 Disorders due to repeated trauma
29 All other occupational illnesses

RECORDKEEPING REQUIREMENTS

Regulations issued under the Occupational Safety and Health Act of 1970 require all establishments subject to the Act to maintain records of recordable occupational injuries and illnesses occuring on or after July 1, 1971. Such records must consist of: a) a log of occupational injuries and illnesses; b) a supplementary record of each occupational injury and illness; and c) an annual summary of occupational injuries and illnesses.

Recordkeeping requirements under the Occupational Safety and Health Act may differ from your State workmen's compensation requirements. Please review the definitions contained in this form to be sure that records are being maintained for all recordable cases.

DEFINITIONS

OCCUPATIONAL INJURY is any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from exposure in the work environment.

OCCUPATIONAL ILLNESS of an employee is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with his employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact, and which can be included in the categories listed below.

The following listing gives the categories of occupational illnesses and disorders that will be utilized for the purpose of classifying recordable illnesses. The identifying codes are those to be used in Column 7 of the log. For purposes of information, examples of each category are given. These are typical examples, however, and are not to be considered to be the complete listing of the types of illnesses and disorders that are to be counted under each category.

(21) Occupational Skin Diseases or Disorders
Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc.

(22) Dust Diseases of the Lungs (Pneumoconioses)
Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, and other pneumoconioses.

(23) Respiratory Conditions Due to Toxic Agents
Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

(24) Poisoning (Systemic Effects of Toxic Materials)
Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals, poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins, etc.

(25) Disorders Due to Physical Agents (Other Than Toxic Materials)
Example: Heatstroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of noniozing radiation (welding flash, ultraviolet rays, microwaves, sunburn), etc.

(26) Disorders Due to Repeated Trauma
Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration or pressure.

(29) All Other Occupational Illnesses
Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

RECORDABLE OCCUPATIONAL INJURIES AND ILLNESSES are any occupational injuries or illnesses which result in:

1) FATALITIES, regardless of the time between the injury and death, or the length of the illness; or
2) LOST WORKDAYS CASES, other than fatalities that result in lost workdays; or
3) NONFATAL CASES WITHOUT LOST WORKDAYS, which result in transfer to another job or termination of employment, or require medical treatment (as defined below), or involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

MEDICAL TREATMENT includes treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does NOT include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

ESTABLISHMENT: A single physical location where business is conducted or where services or industrial operations are performed. (For example: a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, bank, sales office, warehouse, or central administrative office.) Where distinctly separate activities are performed at a single physical location (such as contract construction activities operated from the same physical location as a lumber yard), each activity shall be treated as a separate establishment.

For firms engaged in activities such as agriculture, construction, transportation, communications, and electric, gas and sanitary services, which may be physically dispersed, records may be maintained at a place to which employees report each day.

Records for personnel who do not primarily report or work at a single establishment, such as traveling salesmen, technicians, engineers, etc., shall be maintained at the location from which they are paid or the base from which personnel operate to carry out their activities.

WORK ENVIRONMENT is comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off the employer's premises.

GPO 648—16—81477-1 452-461

LOG OF OCCUPATIONAL INJURIES AND ILLNESSES

Each recordable occupational injury and occupational illness must be entered on a log of cases (OSHA Form No. 100) within two working days of receiving information that a recordable case has occurred. Logs must be kept current and retained for five (5) years following the end of the calendar year to which they relate.

Logs are to be maintained for three purposes:

1) Logs for the prior five (5) year period must be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor or the Department of Health, Education and Welfare, or States accorded jurisdiction under the Act.

2) The log will be used in preparing the annual summary of Occupational Injuries and Illnesses (OSHA Form No. 102) which must be posted in every establishment.

3) Those establishments selected to participate in a statistical program will be required to prepare a report based on entries in this log.

In addition, the log will aid you in reviewing the occupational injury and illness experience of your employees.

INSTRUCTIONS FOR COMPLETING LOG OF OCCUPATIONAL INJURIES AND ILLNESS (OSHA Form No. 100)

Column 1 - CASE OR FILE NUMBER

Any number may be entered which will facilitate comparison with supplementary records.

Column 2 - DATE OF INJURY OR ILLNESS

For occupational injuries enter the date of the work accident which resulted in injury. For occupational illnesses enter the date of initial diagnosis of illness, or, if absence occurred before diagnosis, the first day of the absence in connection with which the case was diagnosed.

Column 3 - EMPLOYEE'S NAME

Column 4 - OCCUPATION

Enter the occupational title of the job to which the employee was assigned at the time of injury or illness. In the absence of a formal occupational title, enter a brief description of the duties of the employee.

Column 5 - DEPARTMENT

Enter the name of the department to which employee was assigned at the time of injury or illness, whether or not employee was actually working in that department at the time. In the absence of formal department titles, enter a brief description of normal workplace to which employee is assigned.

Column 6 - NATURE OF INJURY OR ILLNESS AND PART(S) OF BODY AFFECTED

Enter a brief description of the injury or illness and indicate the part or parts of body affected. Where entire body is affected, the entry "body" can be used.

Column 7 - INJURY OR ILLNESS CODE

Enter the one code which most accurately describes the nature of injury or illness. A list of codes appears at the bottom of the log. A more complete description of occupational injuries and illnesses appears below in "definitions."

Column 8 - FATALITIES

If the occupational injury or illness resulted in death, enter date of death.

Column 9 - LOST WORKDAYS

Enter the number of days the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the day of injury. The number of days includes all days (consecutive or not) on which, because of the injury or illness:

1) the employee would have worked but could not, or
2) the employee was assigned to a temporary job, or
3) the employee worked at a permanent job less than full time, or
4) the employee worked at a permanently assigned job but could not perform all duties normally assigned to it.

For employees not having a regularly scheduled shift, i.e., certain truck drivers, construction workers, farm labor, casual labor, part-time employees, etc., it may be necessary to estimate the number of lost workdays. Estimates of lost workdays shall be based on prior work history of the employee AND days worked by employees, not ill or injured, working in the department and/or occupation of the ill or injured employee.

Column 10 - PERMANENT TRANSFER TO ANOTHER JOB OR TERMINATION OF EMPLOYMENT AFTER LOST WORKDAYS

Complete only if the employee did not return to his previous assignment after lost workdays.

Column 11 - NONFATAL CASES WITHOUT LOST WORKDAYS

Enter a check in Column 11 for all cases of occupational injury or illness, which did not involve fatalities or lost workdays but did result in:

—Transfer to another job or termination of employment, or
—Medical treatment, other than first aid, or
—Diagnosis of occupational illness, or
—Loss of consciousness, or
—Restriction of work or motion, enter a check in Column 11.

Column 12 - TRANSFER TO ANOTHER JOB OR TERMINATION OF EMPLOYMENT WITHOUT LOST WORKDAYS

If the check in Column 11 represented a transfer to another job or termination of employment with no lost workdays, enter another check in Column 12.

INITIALING REQUIREMENT

Each line entry regarding an occupational injury or illness MUST BE INITIALED in the right hand margin by the person responsible for the accuracy of the entry. Changes in an entry also must be initialed in the affected column.

CHANGES IN EXTENT OF OR OUTCOME OF INJURY OR ILLNESS

If there is a change in an occupational injury or illness case which affects entries in Columns 9, 10, 11, or 12, the first entry should be lined out and a new entry made. For example, if an injured employee at first required only medical treatment but later lost workdays, the check in Column 11 should be lined out and the number of lost workdays entered in Column 9.

In another example, if an employee with an occupational illness lost workdays, returned to work, and then died of the illness, the workdays noted in Column 9 should be lined out and the date of death entered in Column 8.

An entry may be lined out if later found to be a non-occupational injury or illness.

TABLE OF CONTENTS

	Page
FOREWARD	1
POLICY OF AFFIRMATIVE ACTION FOR THE MOUNTAIN-PLAINS CORPORATION	3
I. Responsibility and Accountability	5
II. Formal Internal and External Disseminations	7
III. Responsibilities for Administering the Affirmative Action Program	8
IV. Identification of Problem Areas	11
V. Total Employees of Mountain-Plains	13
VI. Goals and Timetables	14
VII. Execution of Action Oriented Programs to Attain Goals - Some Specific Mountain-Plains Efforts	16
VIII. Discrimination Grievance Policy and Procedures	20
CONCLUSION	24
REFERENCES	25

FOREWORD

The United States Congress, by enacting Title VII of the Civil Rights Act of 1964, established a national policy of equal employment opportunity in private employment without discrimination due to race, color, religion, sex or national origin.

This was followed by Executive Order No. 11246 dated September 24, 1965, which carried forward a program of equal employment opportunity in government, employment by Federal contractors and subcontractors, and unemployment under Federally assisted construction contracts regardless of race, color or national origin. Also, it was designed to promote full realization of equal employment opportunity through a positive, continuing program in each executive department and agency.

With the above directive in mind, Mountain-Plains Education & Economic Development Program, Inc., headquartered at Glasgow Air Force Base, Montana, has developed an encompassing Affirmative Action Program designed to give full opportunity to all employees and applicants regardless of race, creed, color, age or national origin.

Mountain-Plains fully realizes that one of the most complex problems confronting the corporation is the limitation of true equal opportunity for all people. Therefore, employees of the Mountain-Plains Corporation pledge to assure such equality by designing and implementing a workable Affirmative Action Program.

Mountain-Plains further pledges to insure the entry and growth in employment with Mountain-Plains of minorities, persons age 40-65 and women in the work force until it is emphatically proven that equality of opportunity in the corporation is a fact as well as an ideal.

POLICY ON AFFIRMATIVE ACTION FOR MOUNTAIN-PLAINS PROGRAM

It is the policy of Mountain-Plains to take Affirmative Actions to achieve Equal Employment Opportunity in all personnel actions and procedures including, but not limited to: recruitment, hiring, training, transfers, promotions, dismissal, compensation, and other benefits.

This policy is to be administered not only without prejudicial and discriminatory regard to race, creed, color, and national origin, age and sex, but special efforts in recruitment and employment shall be taken to overcome inequities of employment practices resulting in deficiencies of minorities. These inequities are the result of various negative historical influences which are perpetuated due to a lack of affirmative policies to correct them.

This policy allows flexibility regarding age and/or sex where such factors are shown to be valid occupational qualifications in the spirit of Affirmative Action.

It shall be the responsibility of the Executive Director of Mountain-Plains to implement this policy in accordance with the Affirmative Action Plan adopted by the Mountain-Plains Board of Directors.

The policy is to be implemented and adhered to by all administrative personnel, including directors and other supervisors carrying responsibility for personnel functions. Each department head and supervisor is to assume responsibility and accountability for this policy by providing specific and exemplary leadership and by reporting actions taken to implement this policy to the designated

It shall be the responsibility of the directors to report progress, problems and needs areas to the Executive Director in the implementation of this policy.

Compliance with the expressed terms and spirit of the policies enunciated herein shall be the responsibility of all staff members of Mountain-Plains and willful or conscious discrimination or violation hereof which have a basis for termination and/or discipline as provided for other violations of important duties.

AFFIRMATIVE ACTION PROGRAM FOR MOUNTAIN-PLAINS PROGRAM

I. RESPONSIBILITY AND ACCOUNTABILITY

The Executive Director

The Mountain-Plains Program is committed to a positive and active personnel recruitment and hiring program for minority group members including, women, and applicants in the 40-65 age group at all job levels.

It shall be the responsibility of the Executive Director to implement the adopted Policy on Affirmative Action. (See "Policy"). Thus, the Mountain-Plains Affirmative Action Program is the responsibility of the Executive Director and he/she is accountable to the Board plus other governmental bodies empowered to audit and review the Affirmative Action Program.

In order to implement the program, the Executive Director shall:

1. Present the new Affirmative Action Program and Policy to the Board of Directors of Mountain-Plains.
2. Submit an implementation plan for all administrative components to the Board of Directors.
3. Appoint a coordinator or team to develop and supervise implementation efforts.
4. Require periodic reports from the coordinator or team.
5. Communicate the Affirmative Action Policy to all administrators, management and supervisory personnel through workshops and seminars.
6. Cause all recruitment publicity to include Mountain-Plains policy on the Affirmative Action Program.

7. Forward copies, upon request, of this policy to all local minority groups and other pertinent groups.

8. Provide administrative guidance and direction in problem solving and organizational/operational adjustment necessary to implement and operate the program.

II. FORMAL INTERNAL AND EXTERNAL DISSEMINATION

1. Copies of this Affirmative Action Plan will be made available to all employees of the Mountain-Plains Corporation. Related statements by Mountain-Plains Administrative Officers and/or the Board of Directors also will be distributed to all employees of Mountain-Plains and made known to the local community.

2. A statement of the Mountain-Plains Affirmative Action Policy will be included in appropriate employee handbooks, policy and procedural manuals, recruitment brochures, financial reports, salary plans, other publications containing Mountain-Plains policy statements, and subsequent revisions of these policy statements.

3. Reports detailing the nature and implementation of the Affirmative Action Plan will be disseminated to all Mountain-Plains faculty, staff, and student employees via such publications as The Briefing Memo, Management Council Minutes, and Student Publications.

4. Equal employment opportunity posters and bulletins will be displayed in conspicuous locations in Mountain-Plains buildings and state offices.

5. The phrase, "Equal Opportunity Employer", will be included on appropriate correspondence dealing with employment, purchase orders, leases, and contracts.

6. Special meetings will be conducted with administrators, including directors, department heads and other supervisory personnel to explain the intent of the Mountain-Plains policy and the attitude of the Executive Director and the Board of Directors with regard to equal employment opportunity.

7. The Affirmative Action Plan will be explained thoroughly in all orientation programs for new employees.

8. Appropriate recruiting sources will be informed orally and in writing of Mountain-Plains equal opportunity policy and Affirmative Action Plan. These sources will be requested to recruit actively and refer minorities, females, and employees in the age 40-65 years, for all positions listed.

9. Seminars will be conducted periodically for directors, department heads, and supervisors to communicate programs dealing with equal opportunity problems, events, or training.

III. RESPONSIBILITIES FOR ADMINISTERING THE AFFIRMATIVE ACTION PROGRAM

The Mountain-Plains Board of Directors has assigned to the Executive Director the responsibility for the development and implementation of the equal opportunity policy and Affirmative Action Plan. Specific authority and responsibility will be delegated by the Executive Director as follows:

1. The Executive Director will designate a Coordinator of Equal Opportunity and Affirmative Action Programs or a team who will conduct primary responsibility for the Mountain-Plains Affirmative Action Plan.

   The Coordinator or team is responsible for the overall compliance with the policy as defined.

   Other responsibilities include the following:

   a. Developing policy statements as well as implementing programs and communications techniques . . both internal and external . . relating to equal opportunity.

   b. Assisting Mountain-Plains staff in identifying problem areas.

   c. Assisting supervisors in arriving at solutions to problems related to the program.

   d. Assisting employees in presenting grievances of alleged discrimination because of race, sex, color, religion or national origin, if requested.

   e. Defining and implementing the auditing, recording, and monitoring of systems designed to measure the effectiveness of equal opportunity programs; indicating the need for remedial action; and determining the degree to which the Mountain-Plains goals and objectives in equal opportunity are being attained.

   f. Serving as liaison between Mountain-Plains and enforcement agencies, minority organizations, and community action groups.

   g. Informing the administrative staff of Mountain-Plains concerning the latest developments in equal opportunity areas. Responsibilities will include, but not be limited to, the following:

      (1) Assisting in the identification of problem areas and in the establishment of Mountain-Plains Equal Opportunity and Affirmative Action objectives.

(2) Initiating and maintaining active involvement with local community organizations concerned with equal opportunity.

(3) Reviewing periodically the Mountain-Plains personnel policies and procedures in order to further the corporation's equal opportunity and Affirmative Action programs.

(4) Participating in periodic discussions with directors, department heads, supervisors, and employees to assist them in implementing the Mountain-Plains equal opportunity programs.

(5) Reviewing the qualifications of employees to be sure all minorities and females are given equal opportunity for promotion and transfer.

(6) Planning and implementing procedures which encourage minorities and females to seek advancement and training.

(7) Communicating to directors, department heads, supervisors that their work performance will be evaluated on the basis of the Mountain-Plains equal opportunity and Affirmative Action objectives, as well as other criteria.

(8) Encouraging directors, department heads, and supervisors to conduct in-service training programs for minority and female employees.

(9) Insuring that job descriptions are reviewed on a periodic basis and revision made if necessary.

(10) Establishing programs to insure that administrative and supervisory personnel with recruitment and employment responsibilities are aware of changes in employment practices and that they maintain positive attitudes toward the objective of equal opportunity.

(11) Preparing annual statistical analyses and progress reports that show the distribution of personnel by job classification category, by sex, age, and by race.

(12) Developing contacts with recruiting sources that specialize in or are oriented to minority and female placement, particularly emphasizing those job classifications which presently have limited minority and female representation.

(13) Administering additional requirements, procedures, and practices as deemed necessary and related to the Mountain-Plains equal opportunity policy and Affirmative Action Plan.

(14) Administering wage, salary, and benefits to insure equitability for all Mountain-Plains employees.

IV. IDENTIFICATION OF PROBLEM AREAS

The Coordinator of Personnel Services identified the following problem areas based upon the analysis of data obtained from the staffing reports effective February 15, 1975. The Coordinator undertook a separate work force analysis for minorities and females to determine areas where they were underutilized:

1. Job Descriptions are either lacking in content or are not up to date in most areas of the Mountain-Plains Corporation.

2. There are no stated methods of operation within policies and procedures to insure nondiscrimination in the area of recruitment and hiring.

3. There is no stated systematic procedure for determining whether any personnel resignations are related to feelings of discrimination.

4. There are no stated policies and consistent procedures to insure nondiscriminatory practices in areas of special assigned leaves, sabbatical leaves or other leaves of absence.

5. A study of the clerical staff classification reveals a limited number of minorities in these positions.

6. A comprehensive analysis of Mountain-Plains' position placement and work force composition reveals the largest concentration of minorities is in the unskilled job classifications or entry-level office worker categories.

7. There are no stated policies and consistent procedures that would insure nondiscrimination for the reduction of staff in the event of cut-backs.

8. There is a need for more trainee programs and in-service educational opportunities for staff personnel leading toward promotion.

9. There is a need for administrative level in-servie training programs.

10. There is a female underutilization in all divisions of the Mountain-Plains Corporation in supervisory levels.

11. There is an underutilization of the age group 40-65 years of age. Although it was found that only seven percent of applications received are in the above mentioned age group, a concerted emphasis should expand the present work force.

12. There is an underutilization of minorities in all divisions. At the present time Mountain-Plains is receiving applications from the minority groups at a rate of approximately 15 percent, even though the surrounding area is 8.83% minority.

V. TOTAL EMPLOYEES OF MOUNTAIN-PLAINS 181

Total Minority Employees	13	=	7.1 %
Total Caucasian Employees	168	=	92.9 %
Male Employees	96	=	53 %
Female Employees	85	=	47 %
Total Mountain-Plains Supervisors	39	=	100 %
Total Female Supervisors of Total	2	=	5 %
Total Male Supervisors of Total	37	=	95 %
Total Mountain-Plains Employees in Protected Age Bracket	35	=	19 %
Total Mountain-Plains Employees under 40 Years of Age	146	=	81 %

VI. GOALS AND TIMETABLES

Mountain-Plains Corporation has developed the following list of goals to correlate with the identified problem areas. The goals have been established in an effort to eliminate the problem areas. Timetables - January, 1976.

1. To develop detailed job descriptions, including duties, responsibilities and required background and experience, as well as to develop a standardized form for use in developing these job descriptions. These descriptions should be filed at both the division, department and personnel levels and should be up-dated annually. The Personnel Officer will develop a checklist to insure consistency in job descriptions and eliminate possible discriminatory wording.

2. To develop written policies and procedures at Mountain-Plains for recruitment and hiring that will serve to increase utilization of women and minorities and ages 40-65 that will encourage hiring the best qualified persons, for all divisions.

3. To develop and implement a Mountain-Plains policy requiring advertising for position vacancies in relevant publications that reach women and minorities and to budget the necessary funds for such advertising.

4. To write policies, procedures, and criteria for determining consistency in initial salary, and to implement this at the Executive Director level.

5. To initiate an exit interview procedure for all staff personnel similar to staff personnel procedures implemented by the Personnel Office. This procedure will be implemented by appropriate directors for the purpose of determining whether attrition is related to discrimination.

6. To state and implement a policy that encourages departments to hire the best qualified candidates available, and to avoid any policies, such as precluding individuals with degrees from any specific institution, that might interfere in the process of hiring the best qualified candidate.

7. To increase the percentage of women in the higher ranks.

8. To make a concerted effort to increase the number of minorities in all positions.

9. To attempt to distribute more fully the number of female supervisory personnel among the total jobs represented in this job classification.

10. To increase the number of minorities employed in relationship to the unemployment rate and/or population of the six-state area.

11. Job classifications which have traditionally been considered "dead ended" without promotion opportunity will be reviewed toward creating additional opportunities for promotion for minorities.

12. To provide all continuing employees with reasonable protection, benefits, and opportunities for advancement.

13. To utilize more women and minorities on decision and policy-making committees at Mountain-Plains.

14. To develop written policies and procedures for all departments and units for the reduction of staff in the event of "cut-backs" in order to insure nondiscrimination.

15. To develop written policies and procedures for all departments for ranking applicants for special assigned leave with or without pay in order to insure nondiscrimination.

16. To increase opportunities for trainee programs and other in-service training programs for staff personnel leading toward promotion and to develop an educational benefits program.

17. To develop in-service training opportunities that will help prepare more women and minorities to assume administrative responsibilities.

VII. EXECUTION OF ACTION-ORIENTED PROGRAMS TO ATTAIN GOALS... SOME SPECIFIC MOUNTAIN-PLAINS EFFORTS

In order to further the principle of Equal Employment Opportunity and Affirmative Action, Mountain-Plains has implemented and will continue to implement the following actions:

1. As part of the Mountain-Plains Affirmative Action Plan a new grievance procedure has been drafted to find fair and just solutions for problems of discrimination relating to race, age, color, religion, sex, or national origin. It is the plan of the corporation that employees who believe they have been discriminated against can seek unbiased adjudication by following the grievance procedure without fear of reprisal.

2. Mountain-Plains, has for two years, maintained a "fixed" salary schedule for all employees with comparable education, experience, and rank, thus they receive similar salaries within a range. As a result, we do not have the problems that confront many similar corporations which have found they have underpaid females and minorities. Salaries are determined between Steps A-C on initial hire and are determined by education and experience.

3. Mountain-Plains is convinced that one of the most productive methods to attract qualified minority and female candidates is to announce the availability of vacancies. Effective with the beginning of the 75-76 fiscal year, advertising for all positions will be not only permissable but encouraged. Advertising through professional journals, as well as minority media will be utilized. Advertising will be coordinated by the Personnel Office, which utilizes a list of nationwide newspapers, Affirmative Action groups and other media as necessary.

4. The Mountain-Plains Corporation was a leader in originating an internship program for undergraduate and graduate students. The program is sponsored by Mountain-Plains to provide minorities and females the opportunity to acquire practical teaching and professional experience in on-the-job training to better prepare them to accept the challenge of teaching and professional positions. Mountain-Plains presently has a black graduate intern enrolled in the program. Also a female undergraduate intern.

5. A new maternity disability leave policy has been adopted by the Board of Directors which guarantees an employee a leave of absence, the right to work until delivery and the opportunity to use accumulated sick leave plus receive disability benefits and partial salary until returning to work.

6. Mountain-Plains will validate the requirements of all job categories using job performance criteria with divisions, departments, and other organizational units. Special attention will be given to education, experience, and skill requirements to insure that the requirements in themselves do not constitute inadvertent discrimination.

7. Specifications should be consistent for the same job classification in all departments and should be free from bias in regard to race, age, religion, color, national origin, or sex. Where requirements screen out a disproportionate number of minorities or females, such requirements will be professionally validated to job performance.

   Mountain-Plains will conduct a detailed analysis of job descriptions to insure that they accurately reflect job functions.

8. Approved position descriptions will be made available to all members of management involved in the recruiting, screening, selection, and the promotion process. Position descriptions will also be distributed to recruitment sources. Job titles have been reviewed and changes have been made in titles that carried an unnecessary reference to one sex.

9. The Personnel Services Office will evaluate the total selection process to insure freedom from bias, and thus aid in the attainment of goals and objectives by the following procedures:

   a. All supervisors involved in the recruitment, screening, promotion, disciplinary, and related processes will be carefully selected and trained to insure elimination of bias in all personnel actions.

   b. All personnel forms and procedures will be analyzed to evaluate if any undetermined bias can be originated.

10. Suggested techniques to improve recruitment and increase the flow of minority and female staff applicants are as follows:

    a. Organizations such as the Equal Opportunity Programs, Inc., State Employment Service, and specialized employment agencies will be requested to refer qualified minority applicants. Organizations such as National Organization for Women, Women's Equity Action League, Talent Bank for Business and Professional Women, American Association of University Women. Women's caucuses of professional associations will be requested to direct qualified female applicants.

11. Formal briefing sessions will be held, preferably on the Mountain-Plains premises with representatives from these recruiting sources. Mountain-Plains tours, clear and concise explanations of current and future job openings, job descriptions, explanations of the corporation's selection process, and recruiting literature will be an integral part of the briefings. Formal arrangements will be made for referral of applicants, follow-up with sources, and feedback on disposition of applicants.

    a. Minority and female employees will be actively encouraged to refer applicants.

    b. "Help Wanted" advertising will be expanded to include on a regular basis the minority news media and appropriate community agencies.

    c. Special projects designed to upgrade educational and vocational skills of the minority and female population will be researched and implemented.

    d. Discussions will be initiated with Montana and the six states Vocational Technical College representatives to develop programs for their minority and female students who are potential employees.

12. Mountain-Plains will insure that minorities, the 40-65 age group and female staff employees are given equal employment opportunity for promotions and transfers. Procedures for achieving this result include:

    a. An inventory of current minority, age group 40-65 years, and female employees will be maintained to determine education, skill, and experience levels of individual employees.

    b. There will be continued utilization and improvement of the employee evaluation program.

    c. Minorities and females will not be required to possess higher qualifications than those of the lowest qualified incumbent according to job performance related criteria.

    d. Counseling services for minority employees, with emphasis on positive movement toward further training and promotion, will be established. Examples of this include attitude development, education aids, and skill training.

    e. Continued assurance that facilities and Mountain-Plains sponsored social and recreational committees are open and that minority employees are encouraged to participate in these activities will be required.

f. The Personnel Services Office has implemented a job posting procedure whereby all jobs are announced in the Briefing Memo for one week. This offers present employees the opportunity for promotion and transfer before new employees are hired from outside the Mountain-Plains Program. Since its implementation, this procedure has resulted in several promotions and transfers.

g. In order to effectuate "promotion from within", a skills and development training program available to all employees will be initiated which will assist present employees to obtain the skills and training necessary to qualify for higher technical level jobs. This program is administered by the Personnel Services Office.

h. An educational benefits program is being planned which will give employees an opportunity to further develop their skills and interests through participation in classes.

i. Studies are regularly conducted to assure nondiscrimination in pay based upon sex, age and minorities. Inequities which are discovered will be corrected.

VIII. DISCRIMINATION GRIEVANCE POLICY AND PROCEDURES

1. Policy

It is the policy of Mountain-Plains to find fair and just solutions for problems of discrimination relating to race, age, color, religion, sex, or national origin. This section outlines procedures for the presentation of discrimination grievances. The procedures outlined herein are available to all Mountain-Plains employees, either as individuals or as groups.

2. Procedure

Should an employee or group of employees of Mountain-Plains feel that, or have evidence that, there has been some form of discrimination, and should this person, or group of persons, want to present a grievance based upon this feeling or evidence, there shall be four choices:

a. The employee with a grievance may go to his or her immediate supervisor on an informal basis to discuss and settle any problem arising in the work setting.

b. The employee with a grievance may go to the Coordinator or team of Equal Opportunity and Affirmative Action Programs to ask for advice, consultation, and assistance in presenting a grievance. The supervisor, the Coordinator or team of Equal Opportunity and Affirmative Action Programs, and the employee should feel free to discuss the problem fully. (Should the grievance lie between the employee and some persons other than the immediate supervisor, the same procedure should be followed.)

c. The employee with a grievance may present a formal written grievance to the supervisor (should the grievance lie between the employee and some person other than the immediate supervisor, the same procedure should be followed). Should the employee not be satisfied with the decision, the employee may then carry the problem to the Grievance Board established by the Coordinator or team of Equal Opportunity and Affirmative Action Programs. Should the Executive Director determine that the decision of the Grievance Committee is not in the best interests of Mountain-Plains or the employee, and that a dangerous precedent is being set, it will be his duty to reverse the Grievance Committee's decision. Unless the Executive Director reverses the committee's decision, it will stand as final.

3. General Guidelines

a. The employee with the grievance may ask to any meeting, any Mountain-Plains employee. The Grievance Board may want to call other persons for pertinent testimony.

b. The Coordinator or team of Equal Opportunity and Affirmative Action Programs shall attend all formal hearings.

c. Forms for grievance shall be provided by the Coordinator or team of Equal Opportunity and Affirmative Action Programs. Such a form shall be completed by the employee with the help of the Coordinator of Equal Opportunity and Affirmative Action Programs.

d. After each grievance, the decision must be made in writing within five work days after the conclusion of the hearing.

e. There shall be a minimum of five and a maximum of 10 work days between the presentation of a grievance form to the immediate supervisor or the Grievance Board and the hearing based on this grievance.

f. There shall be at least five and a maximum of 10 work days between any decision rendered by the immediate supervisor and the presentation of a grievance to the Grievance Board.

g. Any information held by any Mountain-Plains office relevant to the grievance shall be available to any party of the grievance as long as such release of information does not violate the rights of others.

h. Records shall be kept for all meetings related to a grievance. Files and records of any grievance proceeding shall be kept in the Equal Opportunity and Affirmative Action office and shall be considered as confidential material. Deliberations by the Grievance Board (as opposed to the hearings of evidence and arguments) shall be conducted in confidence. The Grievance Board shall report its findings on the recommended disposition of the matter to the Executive Director of Mountain-Plains, the Coordinator of Equal Opportunity and Affirmative Action Programs, and the interested parties, in the form of a written statement, signed by the Grievance Board members. Individual Grievance Board members wishing to file separate and signed statements including dissenting opinions shall similarly submit these directly to the Executive Director and the Coordinator of Equal Opportunity and Affirmative Action Programs in writing. All findings and recommendations shall not be

transmitted by the members of the Grievance Board to anyone other than the Executive Director of Mountain-Plains, the Coordinator of Equal Opportunity and Affirmative Action Programs, and the interested parties.

4. Guidelines for Grievance Board

   a. There shall be five persons on the Grievance Baord. It shall choose its own chairperson. The Board will consist of three (3) exempt and two (2) non-exempt employees.

   b. Every meeting of the Grievance Board at which evidence and arguments are presented to the parties and at which the Grievance Board receives confidential information shall be attended by at least four members of the Board. Meetings at which the Grievance Board deliberates upon its findings and makes recommendations shall be attended by all members of the Board.

   c. During presentation of witnesses, arguments, and recommendations before the Grievance Board, all parties, fellow employees, and the Coordinator of Equal Opportunity and Affirmative Action Programs have the right to be present. Such meetings are closed to all others.

   d. The Grievance Board members shall be selected from a panel of 16 persons. These 16 persons shall be representatives of all aspects of the Mountain-Plains Corporation.

   e. The method of the selection of the Grievance Board shall be as follows: The employee with the grievance and the person (or office) against whom the grievance is presented shall each choose one person from a list of 16 names. The third, fourth, and fifth persons shall be chosen by lot. This, then, shall constitute the Grievance Board.

      The following groups of employees shall elect a certain number of persons as designated below to constitute the Grievance Board panel:

Office Staff	4
Supervisory Staff	1
State Office Staff	1
Service-Maintenance	2
Instr. Personnel (Nondepartmental)	1
Technical Support Services	2
Educational Services	2
Controller's Division	2
Student Services	1
TOTAL	16

The election procedure, including such as method of election, term of office, and replacement of inactive members, shall be under the direction and supervision of the Coordinator of Equal Opportunity and Affirmative Action Programs.

CONCLUSION

The foregoing pages outlining the Affirmative Action Program of Mountain-Plains Education & Economic Development Program, Inc., provide a framework for the corporation to conduct a self-audit and to develop an effective program which will provide equal opportunity for all employees and applicants as required by law.

Experience in administering equal opportunity laws has shown that many discriminatory practices of the past remain so deeply embedded in basic institutions of society that these practices continue to have extremely unequal effect on certain groups in our population.

The problem is not one capable of a simple or easy solution for an employer, such as Mountain-Plains, which is committed to employing highly-skilled persons, hopefully the best-qualified available in the labor market, while at the same time seeking to provide true and meaningful equal opportunity for employment to specific percentage goals alone, merely replaces one form of discrimination with another. We seek solutions to recognize and respect our needs, while rejecting invidious discrimination.

Mountain-Plains is enthusiastically reviewing and evaluating every step of this process to assure that job requirements, hiring standards and methods of selection and placement do not discriminate, but instead contribute toward affirmative action goals.

REFERENCES

The legal basis for Affirmative Action:

Affirmative Action and Equal Employment, A Guidebook for Employers, Volumes I and II, U.S. Equal Employment Opportunity Commission, Washington, D.C., 20506, January, 1974.

Publications:

Equal Employment Opportunity For Minority Group College Graduates: Locating, Recruiting, Employing, Robert Calbert, Jr. Garrett Park Press, 1972.

References:

Model for Affirmative Action Plan, Boise Cascade Corporation, Equal Opportunity Department, Boise, Idaho.

1972 Mountain-Plains Affirmative Action Program.

Ball State University, Muncie, Indiana, Affirmative Action Program.

Idaho Department of Employment, Affirmative Action Program.

Madison Public Schools, Madison, Wisconsin, Affirmative Action Program.

Internal Revenue Service, Cheyenne District Office, Cheyenne, Wyoming Affirmative Action Program.

Western Gear Corporation, Jamestown, North Dakota, Affirmative Action Program.

WYCON Chemical Company, Cheyenne, Wyoming, Affirmative Action Program.

Department of Manpower Affairs, Pierre, South Dakota, Affirmative Action Program.

Boise State University, Boise Idaho, Affirmative Action Program.

PERSONNEL
(D100)

Changes in Personnel Assignment D101

Sick Leave D102

Disclosure of Personal Information D103

Employee Holidays D104

Employee Leave or Vacation D105

Employee Grievances D106

Group Hospitalization and Life Insurance D107

Employee Evaluation D108

Personnel Selection D109

Employment of Relatives D110

Interview Costs D111

Leave of Absence D112

Non-Employee Contract Workers/Interns/Student Teachers D113

Outside Employment D114

Overtime Pay D115

Unauthorized Use of Mountain-Plains Name D116

Employee Termination D117

Requisition and Employment of Personnel D118

Work Hours D119

Staff Relocation Costs D120

Confidential/Personal Correspondence D121

Staff-Student Relationship D122

Staff Adjustment D123

Payroll D124

Salary Schedule D125

PERSONNEL

D 101 Change in Personnel Assignments

The Executive Director may effect changes in personnel assignments, when in his judgment, circumstances deem it necessary for the continued success of the Mountain-Plains Program.

Mountain-Plains employees, with or without stating the reason, may request a transfer. The individual requesting the transfer will be considered for existing vacant positions in which he/she has qualifications and interest before new employees are hired.

D 102 Sick Leave

All permanent employees will receive 5 days sick leave at date of hire to be assessed against that accrued in the first 5 months of employment. Sick leave will accrue at 1 day per month. After 24 hours of consecutive sick leave absence the employee will be required to provide the Personnel Department with a medical statement attesting to the illness. An employee terminating after 6 months of continual service will be paid 25% of current salary for accured sick leave provided two weeks notice is given. Abuse of this policy will be grounds for dismissal and/or salary restitution. Sick leave will be taken in increments of not less than 1/2 day.

D 103 Disclosure of Personal Information

No personal information shall be released or disclosed without the employee's written permission.

D 104 Employee Holidays

Permanent full-time and part-time employees shall receive the following holidays with pay: New Year's Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.

Two additional holidays with pay may be designated at the discretion of the Executive Director anytime during the Grant Year. A recognized holiday falling on a Saturday will be observed on the preceding Friday. A recognized holiday following on a Sunday will be observed on the following Monday.

D 105 Employee Leave or Vacation

All permanent full-time employees shall be entitled to vacation benefits. To be eligible to use vacation, the employee must have at least 6 months continuous service. Exempt employees will accure 1½ days per month. Non-exempt employees will accure 5/6 days per month. Maximum accrual:

Exempt - 36 days

Non-Exempt - 20 days

Mountain-Plains will not reimburse the employee for vacation accrued in excess of the maximum. When an employee terminates after 6 months continual service, he/she will be paid at current salary for accrued time, up to the maximum accrual, for vacation not taken provided two weeks notice is given. Vacation will be taken in increments of not less than ½ day.

When a holiday falls within an employee's vacation the individual will not be assessed vacation time.

D 106 Employee Grievances

If, after appeal through the procedures established by the Coordinator of Personnel Services, the employee is not satisfied, appeal may be made to the Grievance Committee.

The Grievance Committee will be appointed by the Executive Director. The findings and recommendations of the Grievance Committee shall be made to the Executive Director. The Executive Director's decision will be final.

D 107 Group Hospitalization and Life Insurance

Mountain-Plains will make available to permanent employees a Group Hospitalization and Life Insurance benefit program.

The Coordinator of Personnel Services will assist all employees in utilizing these benefits.

D 108 Employee Evaluation

All employees will be subject to periodic evaluation. The evaluation should reflect a fair and just appraisal of the individual. Evaluations will be kept in strictest confidence.

D 109 Personnel Selection

Personnel selection will be determined by: ability, experience, education, physical fitness to perform required work, skills, training and character.

D 109 Personnel Selection (continued)

No applicant for employment shall be discriminated against for race, color, national origin, sex, age or religion. Mountain-Plains will observe good business practices and Federal Regulations.

Selection of employees shall require the approval of: Executive Director, Divisional Associate Director, Coordinator of Personnel Services and Controller.

D 110 Employment of Relatives

Mountain-Plains may employ persons who are members of the immediate family* of another Mountain-Plains employee. No person shall hold a job in a department in which a member of his or her immediate family is a supervisor or an employee.

*Husband, wife, child, stepchild, mother, mother-in-law, father, father-in-law, grandparent, brother, brother-in-law, sister, sister-in-law, stepbrother, stepsister or grandchild.

D 111 Interview Costs

When the Coordinator of Personnel Services deems it necessary, Mountain-Plains will pay the personal costs of a prospective employee traveling to the site for an interview. Expenses will normally be reserved for positions in Ranges 10 through 1.

Reimbursement will not exceed the rules and rates established for staff.

D 112 Leave of Absence (Applicable only to full-time permanent employees).

Mountain-Plains may grant leave of absence for a specified purpose. Compensation will depend upon type of leave and circumstances.

General Leave - May be granted for a bona fide reason after the exhaustion of sick and vacation leave at the discretion of the Executive Director. It will not be compensated.

Military Leave - 15 annual days allowed for peace time military training. Compensation will be the difference between regular rate of pay and military pay, excluding allowances for quarters and travel.

Election Judge or Jury Service - The employee shall receive the difference between his/her regular rate of pay and that received as an election judge or juror.

Witness Duty - Pay shall be received for absences caused by witness duty at the request of Mountain-Plains.

D 112 Leave of Absence (continued)

Medical Leave of Absence - employees may be granted leave of absence provided that:

a. The period of absence shall be medically required and such requirement determined and documented by a physician's statement.

b. The employee shall be entitled to ½ pay benefits on the twenty-first (21st) consecutive working day provided that all earned sick leave shall be exhausted. In the event that earned sick leave is still in effect after the twentieth (20th) consecutive working day following the beginning of the leave, the ½ pay benefits shall begin the day following exhaustion of all earned sick leave and terminating no later than six (6) weeks thereafter.

c. For all other purposes not described specifically herein, time off due to medically certified required absence shall be considered the same as short term temporary disability.

In situations where guaranteed reinstatement after leave of absence is not possible because of business necessity, the employee will be placed on a preferred recall list and considered when an opening exists for which the employee is reasonably qualified.

Sabbatical Leave - Leave may be granted for school attendance and the upgrading of staff. All annual vacation leave must be utilized as a component of Sabbatical Leave. Sabbatical Leave will require the approval of the Executive Director and will not be compensated.

D 113 Non-Employee Contract Workers/Interns/Student Teachers

Any person(s) who may have contact with the operations of the Mountain-Plains Program in a working capacity other than a bona fide staff member shall have an approved contract or agreement. Without such a contract or agreement that has been approved in writing, no tasks may be assigned or work performed.

The contract will be approved by the Coordinator of Personnel Service. No such worker, intern or student shall replace a bona fide staff position.

D 114 Outside Employment

Outside employment shall not interfere with the effective performance of the employee's duties or involve a conflict of interest. No function of outside employment shall be performed during Mountain-Plains working hours unless the employee is on vacation or leave without pay.

D 115 Overtime Pay

An employee must have written authorization before performing work which entitles them to overtime pay.

Interpretation of overtime will be subject to the interpretation of Interpretative Bulletin No. 778 from the Code of Federal Regulations concerning the Fair Labor Standards Act of 1938, Section 778.316 entitled "Agreements or Practices in Conflict with Statutory Requirements are Ineffective." (see D 104 (6))

a. Hourly and non-exempt employees shall be paid 1½ times their regular hourly rate for hours worked over 8 hours per day or 40 hours per week.

b. Any overtime worked must have prior approval by the department and divisional head.

D 115 Overtime Pay (continued)

c. The reason for overtime must be shown on the reverse side of the employee's time card followed by the signature of the appropriate department and divisional head.

Mountain-Plains will observe Federal and State Labor Laws as they apply.

D 116 Unauthorized Use of Mountain-Plains Name

Employees shall not make use of Mountain-Plains Corporation name in any way for personal or private gain. It is prohibited to use the Corporate name on checks, stationery, or any other document not directly related to authorized business.

D 117 Employee Termination

Mountain-Plains may terminate a staff member with a minimum of 2 weeks notice due to any of the following causes: (1) budgetary cutback (2) reorganization (3) cessation of job function.

Employees may be discharged by the Executive Director or his Deputy for conduct detrimental to the staff, the students of the Mountain-Plains Program or for any just cause. The following are examples of conduct which will constitute grounds for discharge pursuant to this policy. This is not intended to be exhaustive and there may be grounds for discharge other than specifically set forth herein:

1. Conviction of a crime or offense involving moral turpitude.

2. Wrongfully obtaining Corporation property.

3. Possession, distribution, use or sale of dangerous drugs (the term "dangerous drugs" being as defined by the Montana Dangerous Drug Act).

4. Insubordination.

5. Possession or use of alcoholic beverages on the job, or reporting for work under the influence of alcohol.

6. Absence from duty without permission of the immediate supervisor or personnel office.

7. Falsification of Corporation records such as applications for employment, medical examinations, time cards and the like.

D 117 Employee Termination (continued)

8. Intentional violation of any safety rules or regulations adopted by the Corporation.

9. Intentionally, carelessly or negligently damaging, destroying or losing property or equipment belonging to the Corporation or used in the program.

10. Dealing with students for personal gain such as lending money to or bartering with them or in any other unethical manner.

11. Incompetency.

12. Failure to pay debts. Persons employed by Mountain-Plains are expected to maintain an honorable credit record while employed by the Corporation. Mountain-plains shall have the prerogative of dismissing from employment any individual who incurs a bad debt* record.

13. Failure to promptly report on-the-job accidents or personal injuries to appropriate authority.

14. Concealing an infectious disease and exposing fellow employees to that disease.

15. An employee who commits acts prejudicial to the reputation and influence of Mountain-Plains with such frequency** as to engender a reputation for said acts is subject to discharge.

Definitions:

*A "bad debt" refers to any debt of $50.00 or more which has been ignored by the debtor under circumstances where no documentation can be furnished by either creditor or debtor of any attempt by the debtor to 1) make arrangements regarding the debt, or 2) remit a reasonable token payment and accompanying explanation or request for a rearrangement of debt payments.

**"Frequency" is defined as three (3) documented proofs of instances, not necessarily of the same nature.

When a reduction in force requires the termination of an employee, the Coordinator of Personnel Services is to inform said employee, in writing, a minimum of two (2) weeks prior to the effective date. In lieu of this notice, Mountain-Plains, at the discretion of the Executive Director, can give additional severance pay, one day's pay for each day under the two (2) week notice period. Employees who have received said notice will be expected to work through to the effective date of termination.

D 117 Employee Termination (continued)

By the very definition of a termination through a reduction in force, the job vacated is not to be filled through rehire.

A non-exempt Mountain-Plains staff member may resign from Mountain-Plains Corporation in good standing by submitting a written resignation to the Executive Director a minimum of two (2) work weeks in advance of intended severance with copies to the Coordinator of Personnel Services and the employee's immediate supervisor.

An exempt Mountain-Plains staff member may resign from Mountain-Plains Corporation in good standing by submitting a written resignation to the Executive Director a minimum of four (4) work weeks in advance of intended severance with copies to the Coordinator of Personnel Services and the employee's immediate supervisor.

Failure to comply with the above will result in such notation being placed on the employee's record and a loss of accrued benefits.

The Executive Director upon confirmation of the resignation shall inform the Coordinator of Personnel Services and the Accounting Department to proceed with the process and confirms the effective date. A resignation may be rescinded only with permission of the Executive Director.

Resigning employees may not set the termination date on a holiday and be paid for said holiday unless they actually work.

D 118 Requisition and Employment of Personnel

In the employment of personnel, Mountain-Plains shall follow good business practices. This shall include following established guidelines set forth in procedure D 118. Mountain-Plains policies will be within the Federal Labor Laws and the E.E.O.C. regulations.

The Coordinator of Personnel Services, acting on the authority of the Executive Director, is the only Mountain-Plains staff member who can commit Mountain-Plains to the employment of an individual.

D 119 Work-Hours

The standard workweek shall begin at 12:01 a.m. Monday and end at 12:00 midnight the following Sunday. The standard work day shall begin at midnight and run to the following midnight. Mountain-Plains shall establish work schedules.

D 120 Staff Relocation Costs

All individuals employed at salary Ranges 10 through 1 are eligible to receive reimbursement for relocation costs. This policy includes relocation by job assignment, not exclusive of relocation to GAFB. Exceptions to this policy may be made by the Executive Director only.

D 121 Confidential/Personal Correspondence

All incoming or interoffice mail or memos directed to a specific individual and marked "confidential", "personal" or "attention of _____" shall not be opened by any other person than the addressee.

D 122 Staff-Student Relationships

In order that a professional relationship might be retained between Mountain-Plains Staff members and Program Students, a code of ethics shall be established. An over-all policy regarding Mountain-Plains Staff/Program Student relationships shall be found in the professional code of ethics of social workers adopted by the Delegate Assembly of National Association of Social Workers as amended April 11, 1967 (attached). Specific Mountain-Plains policy shall be as follows:

1. It is the duty of a Mountain-Plains Staff member to protect the Program Student from social and/or moral degradation during the Program Student's residence at GAFB.

2. It is the duty and responsibility of the Mountain-Plains Staff to so conduct themselves as to not subject themselves or Mountain-Plains to possible legal action as a result of unprofessional, indecent, and/or immoral acts with Program Students.

3. For any infraction relating to the aforementioned statements (1 and 2), which might place the Corporation in public and/or legal jeopardy, a Staff member shall be subject to immediate discharge, at the discretion of the Executive Director.

D 123 Salary Adjustment

An annual salary adjustment will be based on merit evaluation. A person retaining the same responsibilities and classification is eligible for salary adjustment one year from the date of his employment in that position and annually thereafter.

An increase in salary may be given based upon an appraisal and evaluation of the employee's responsibilities, performance and job classification.

A "cost of living" adjustment may be granted only at the discretion of the Board of Directors.

D 124 Payroll

Mountain-Plains will follow the usual Federal payroll plan and will make only the legal Federal and State deductions from an employee's paycheck.

D 125 Salary Schedule

The salary schedule listing progressive schedule positions will be available to supervisors to aid them in their discussion of salary with employees.

Salary recommendations will be administered within the provisions of the schedule.

D 126 Release of Information

Mountain-Plains authorizes only the release of dates of employment and titles concerning an individual's employment history with Mountain-Plains to other than the employee.

The dissemination of the above information is solely the responsibility of the Mountain-Plains personnel department.

PERSONNEL
(D100)

Changes in Personnel Assignments D101

Sick Leave (Disability Pay) D102

Disclosure of Personal Information D103

Employee Leave or Vacation D105

Employee Grievances D106

Employee Performance Appraisal D108

Employment Policies and Procedures D109

Interview Costs D111

Leave of Absence D112

Non-Employee Contract Workers/Interns/Student Teachers D113

Employee Terminations: Reduction in Force/Resignation/Discharge D117

Requisitioning of Personnel D118

Staff Relocation Costs D120

PERSONNEL PROCEDURES

Subject: Changes in Personnel Assignments

Applicability: Policy D 101 Effective Date: 11-15-73

1. Transfer: Transfer is defined as a voluntary request by an employee for a change in work assignment. Employees shall be given an opportunity to apply for transfers with or without giving reasons.

2. Reassignment: Reassignment is a management-initiated change in employee assignment.

   a. Employees shall be given, whenever possible, the earliest possible advance notice of intended reassignment.

   b. Reasons for reassignment shall be stated in writing, if the employee so requests.

   c. Personal preference of individual employees as to new assignment shall be considered.

   d. Associate Directors may recommend an employee be reassigned if the reassignment is in the best interests of the employee and the program.

Subject: Sick Leave (Disability Pay)

Applicability: Policy D 102 Effective Date: 11-15-73

1. The smallest increment in taking sick leave is 1/2 day. A leave of absence form is required for sick leave taken.

2. The sick leave policy is not to be used for extension of vacations, holidays, termination, or long weekends. It is not to be used in lieu of vacation time for personal business. Personal business will be conducted under vacation time or unpaid personal leave of absence.

3. Should an employee become disabled who has used all of his/her vacation and sick time, after 20 working days of sickness, he/she will be paid 50% of his/her salary for 6 weeks.

Subject: Disclosure of Personal Information

Applicability: Policy D 103 Effective Date: 11-15-73

Should the employee desire the benefit of reference and/or personal information disclosure, he/she must complete Form P 102, "Information Disclosure Authorization."

Subject: Employee Leave or Vacation

Applicability: Policy D 105 Effective Date: 11-15-73

1. Split Vacations: A vacation may be split if it is in the employer's interest or if the employee requests a split vacation and it will not hinder the effective operation of the program.

2. Scheduling of Vacations: The date of hire will be the date from which all allowable time for vacations will be based. While the preference of the employee should be considered, vacations must be taken at a time so as not to impair the operations of the program concerned.

3. Vacation pay shall be the equivalent to the employee's normal earnings if he had actually worked during the period of his vacation.

4. Holidays Occurring During Vacation Leave: When a holiday falls within an employee's vacation, the employee will not be assessed vacation time for that day.

5. The leave request must be approved at least one (1) week before the effective date, by the supervisor and associate director.

6. If an employee becomes disabled prior to taking a scheduled vacation it may be rescheduled. If disability occurs during vacation, that time may be transferred to eligible sick leave.

Subject: Employee Grievances

Applicability: Policy D 106 Effective Date: 1-3-74

1. An employee's first course of redress for a grievance will be with his/her immediate supervisor.

2. An employee's second course of redress for a grievance will be the mediation of the grievance with the immediate supervisor, employee and the Coordinator of Personnel Services present. The facts leading up to the grievance will be recorded by the Coordinator of Personnel Services.

3. An employee's third course of redress for a grievance will be a grievance hearing before a Grievance Committee. The findings and recommendations of the Grievance Committee shall be made to the Executive Director. The Executive Director's decision shall be final.

4. The record of all above proceedings and results will be documented. The Executive Director will be provided a copy of the proceedings, findings and recommendations in writing by the Coordinator of Personnel Services.

5. There will be no action taken by management to terminate an employee because he/she initiates a grievance.

6. Examples of grievance for an employee can include but are not limited to:

   a. Wage Disputes
   b. Classification
   c. Promotion
   d. Termination
   e. Reassignment
   f. Equal Rights
   g. Discrimination

Subject: Employee Performance Appraisal (or Personnel Evaluation)

Applicability: Policy D 108 Effective Date: 11-15-73

1. Personnel appraisals will be prepared for a three-fold purpose:

   a. To recognize employees who through consistent high level performance make a significant contribution to the overall objectives of Mountain-Plains.

   b. To identify areas where employees can be helped with their performance and future growth.

   c. To point out problem areas requiring immediate attention in the interest of the employer and employee.

2. An employee will not be asked to complete his own performance appraisal.

3. "Employee's Performance Appraisal" Form P 109 - Revised - should be completed by an employee's immediate supervisor and reviewed by the associate director. There will be an appraisal of new full time employees following the first 90-day period, and an annual evaluation of all full time employees upon their anniversary.

4. Before preparing a performance appraisal, the supervisor should carefully review the form in its entirety, and if there is anything that he does not understand, it should be cleared up before preparing the form.

5. Distribution:

   a. Original - Personnel Office for employee's personnel file

   b. Copies - retained in Department file and to employee

Subject: Employment Policies and Procedures

Applicability: Policy D 109 Effective Date: 11-15-73

See procedure for Policy D 118 Requisitioning of Personnel.

Subject: Interview Costs

Applicability: D 111 Effective Date: 11-15-73

1. This procedure refers to the expenses of the prospective employee only. It does not apply to other members of the family.

2. The Coordinator of Personnel Services may commit the Corporation when required to pay such interview expenses.

3. The prospective employee is to travel by the most economical means. The maximum permitted for lodging and food is not to exceed that permitted to staff members who are traveling on official business.

4. The Coordinator of Personnel or the Assistant Coordinator of Personnel will assist the prospective employee to fill out a Weekly Expense Report to attach invoices for commercial travel and lodging and have the form signed by prospective employee and countersign himself. It is important that an address be placed on the Weekly Expense Report so that Accounting may mail the check to the person involved.

5. The Coordinator of Personnel will submit the Weekly Expense Report as approved by division director to the Accounting Office for reimbursement.

Subject: Leave of Absence

Applicability: D 112 Effective Date: 11-15-73

The Anticipated Absence: Form P 101 should be authorized two weeks in advance

through divisional channels so that the division can plan accordingly.

The Emergency Absence (an unforeseen absence under which the supervisor or Personnel is notified): When the employee returns to work, Form P 101 must be completed. Authorization for this type of absence shall be left to the discretion of the department head. Should there be a twenty-four hour (three day) absence for sickness, a physician's statement shall accompany Form P 101.

1. The employer shall determine if the employee's overall performance and abilities are such that it would be difficult to find a suitable replacement and if after the expiration of the leave, there will be a suitable position available to the employee if he/she intends to return to work.

2. An "Employment Status" Form 3843 must be completed by the department or division where the employee is assigned prior to the beginning of the leave so that the payroll section may have advance notice.

3. The appropriate associate director shall sign the Leave of Absence Form P 101. The original copy goes to Personnel; copies to Accounting, originating office and to the employee.

4. Within two working days following his/her return to work, an employee eligible for military leave, election judge or jury service pay shall submit to the payroll section written evidence of pay received for this service. This information will be filed in the records supporting the pay period in which the employee returned to work.

5. The supervisor's signature on the time record of the employee shall constitute approval for allowing pay for these compensated absences. It is the responsibility of the supervisor to see that such time is accurately reported.

Subject: Non-Employee Contract Workers/Interns/Student Teachers

Applicability: D 113 Effective Date: 11-15-73

1. The agreement/contract shall be signed by Mountain-Plains and the providing agency or institution, with an attached Mountain-Plains approved Scope of Work* Statement describing the work or the services to be performed by the agency/individual.

2. Such work of said agreement/contract shall be performed in adherence to Mountain-Plains program policies and procedures.

* "Scope of Work" includes:

   a. Time-span of agreed services.
   b. Responsibilities of agency and individual.

c. Responsibilities of the Mountain-Plains Program.

3. Since the agency or institution providing Mountain-Plains with interns, student teachers, or contract workers receives the benefits, it is the responsibility of said agency or institution to provide liability coverage and benefits for the well-being of the contract worker, student teacher, or intern. This assurance shall be included in the agreement/contract.

Subject: Employee Terminations: Reduction in Force/Resignation/Discharge

Applicability: Policy D 117 Effective Date: 11-15-73

Procedures Applicable to All Types of Termination

1. Employees terminated for any reason are paid all production time.

2. If the employee has completed six (6) full months of employment he will receive all earned vacation pay and twenty-five (25) per cent of all accumulated sick pay still due them at the time of termination. Those who have not completed six months of employment will receive neither.

3. The Coordinator of Personnel will conduct an exit interview.

4. The Controller's Office will make every effort to complete the financial settlement between the employee and the Corporation on the official date of termination or definitely within seventy-two (72) hours.

Termination by Resignation or Reduction in Force

1. Resigning employees may not set the termination date on a holiday and be paid for said holiday unless they actually work.

2. In termination cases of either reduction in force or resignation, the Personnel Office immediately prepares Form 3843 and obtains the required signatures and distributes them as indicated. The employee is also given a Termination Clearance Form P 105 and is instructed on the manner of accomplishment. The Coordinator of Personnel also immediately informs Property Control of the date of termination so the property inventory may be initiated.

Termination by Discharge

1. The Executive Director or his Deputy, after consultation with an employee's supervisor, may initiate the discharge of the employee based upon information received by the Executive Director or his Deputy.

2. An employee's immediate supervisor may initiate a recommendation for discharge of an employee, the recommendation to be submitted to the Personnel Officer through the employee's Associate Director.

3. When a discharge or request for discharge has been initiated, the Personnel Office will determine whether or not the recommended discharge is in accordance with the corporation policy and not in violation of any applicable Federal or State law and will conduct such investigation as is necessary to make such a determination. The Coordinator of Personnel will report his findings and recommendations to the Executive Director or his Deputy.

4. The Executive Director or his Deputy will then decide whether or not to discharge the employee and will give notice of the decision to the appropriate departments and personnel, including the employee involved.

5. The Coordinator of Personnel will immediately notify the employee that he may request a personal appointment with said staff member at which meeting the employee will be advised of the reason for his discharge and will be informed that he may pursue the Corporation employee grievance procedure. If the employee wishes to pursue the grievance procedure, the Coordinator of Personnel will initiate the process immediately. (See grievance policy.)

6. When an employee is terminated for cause and when allowing the employee to stay on for two (2) weeks would be detrimental to Mountain-Plains operations, the termination and exit from the program may be immediate.

Termination for Bad Debts

1. Upon receipt or acknowledgement of a bad debt incurred by a Mountain-Plains employee, a conference shall be held with that employee. This conference shall be initiated by the Coordinator of Personnel Services.

2. At least two conferences shall be held with an individual before his dismissal from the Corporation on grounds of bad debt(s).

3. A person may be dismissed from employment after a second conference is held with his supervisor and/or his supervisor's supervisor regarding bad debts.

4. A person shall automatically become eligible for dismissal if a third offense of this nature shall occur. Retention of the employee by the Corporation shall be at the discretion of the Executive Director upon written request of the appropriate Associate Director.

Subject: Requisitioning of Personnel

Applicability: Policy D 118 Effective Date: 11-20-74

1. Employees are to be selected for existing vacancies from the best qualified applicants. To accomplish this, as necessary, time must be allowed for screening, interviewing and selecting the applicants for employment.

All applicants must meet the minimum requirements of the position for which they apply.

2. When an employee is needed to fill a vancancy, the Supervisor where the vacancy exists will submit a completed Personnel Requisition, Form 3811, through their Division Director, to the Personnel Department.

   When a requisition (3811) is submitted to fill an initial hire, or a new job classification, it must also be signed by Personnel, Accounting, and the Executive Director or his Deputy, and accompanied by an approved job description documenting the need for the new classification, or initial employment.

   The Personnel Department will keep an active transfer file at all times to include the employee for any jobs he/she may want to be transferred to.

3. Procedure for Filling Personnel Requisitions:

   a. When the Personnel Department receives an approved requisition, 3811, it will initiate employee requisition activities.

   b. When the Coordinator of Personnel Services or his designee receives the approved requisition, he will screen it and review the employees at Mountain-Plains to determine if there are any Mountain-Plains employees who may qualify for the vacancy. If there are qualified employees, this information will be communicated to the department where the vacancy exists.

   c. If the Associate Director prefers to promote from within his/her ranks or if the possibility of reassigning or transferring a qualified employee from Mountain-Plains does exist, a meeting will be coordinated to include the Executive Director, Associate Director, and Personnel prior to any action in the Personnel process. At this meeting, the Executive Director will approve of <u>all</u> transfers, reassignments, and/or promotions verbally.

   d. If the supervisor desires, an attempt will be made by Personnel to hire from within prior to posting the job and sending announcements to outside sources.

   e. When the position is posted, the Personnel Department will screen applicants and make an appointment with the supervisor for an interview. It will be the responsibility of the Personnel Department to see that the applicant's file is furnished to the person who will conduct the interview.

f. Where positions are posted, documented contact of three or more applicants for the vacant position shall be on file. If three applicants are not available during the posting period, and/or if posting is not advisable due to business necessity, this requirement may be waived in the best interest of the Corporation.

g. An Interview Record Form P 106 will be completed on applicants when they are being interviewed for a specific job. The Interview Record must be completed in a manner so that the information reported by the interviewer can be used in making selections for employment.

h. After a joint discussion, the supervisor will forward a memo, recommending employment, through the appropriate department/division head to the Personnel Department.

i. An Employment Status Form (3843) will be completed by the Personnel Office for all new employees.

Approvals required for the employment and change of status form (3843):

1) Supervisor
2) Department/Division Head
3) Executive Director or his Deputy
4) Accounting
5) Personnel

j. The Coordinator of Personnel Services or his designee will discuss the reporting date and salary recommendation with the appropriate departmental head before final processing of employment. Commitments of employment, reporting date, and salary will be made by the Coordinator of Personnel Services after appropriate approvals.

Subject: Staff Relocation Costs (Ranges 1-10)

Applicability: D 120 Effective Date: 11-15-73

1. Request for relocation assistance shall be made through the Coordinator of Personnel Services.

2. Four copies of the Agreement on Relocation and Employment Allowance forms shall be signed and submitted to the Executive Director or his designee for approval.

3. Only in unusual cases would the above ranges on relocation be adjusted to include ranges 11-14. Executive Director approval is required.

Supervisor Inservice - Mountain-Plains

General Objectives:

1. To provide an opportunity to develop and maintain an "Administrative Team" approach within management and obtain conceptual agreement on the Mountain-Plains objectives.

2. To provide consistency among supervisors within the Mountain-Plains Corporation with respect to: a) roles, b) objectives, and c) supervision of employees.

3. To ultimately provide for employees a uniform, systematic, consistent management approach in dealing with Mountain-Plains goals and objectives and personnel.

Time of Inservice: June 2 - June 7

Inservice will be for approximately 30 hours. Dates and times are:

Place	Day		Time	C.H.
Family Center	Monday	1 - 5 PM	6:30 - 8:30 PM	6
Family Center	Tuesday	1 - 5 PM	6:30 - 8:30 PM	12
Family Center	Wednesday	1 - 5 PM	6:30 - 8:30 PM	18
Family Center	Thursday	1 - 5 PM	6:30 - 8:30 PM	24
Family Center	Friday	1 - 5 PM	6:30 - 8:30 PM	30

Friday 8:30 - 11:00 (Informal Family - Husband & wife Dinner)
NOT REQUIRED

Participants:

Management Council

Bruce Perryman
T. R. Flores
Dave Coyle
Richard Mutterer
George Faith
Newell Anderson
Gary Smith
Ernie Weber

State Offices

Dave Blackwell
Pat Williams
Vern Hawk
Pete Grossman

Education Services

Ron Wall
Walt Peterson
Peggy Wiles
Ron Arneson
Jon Gormley

Student Services

Richard Manley
Roger Seeley
John Albrecht

Controller

Jim Lay

State Offices (Cont'd)

Joe Monroe
Paul Moss

Registrar

Luther Robison

Personnel

Bob Baker

Special

1.
2.

Controller (Cont'd)

Deane Blanton
John Burner
Harry Buchanan
Terry Austin
Doc Belcher
Gail Langen

Technical Support

Bob England

Total - 32 plus any special

MSU Credit

Credit may be arranged for a cost of $21.00 for three hours of ED 571 from the MSU Extension Office. Title of the course is "Special Problems". This registration and pay will be conducted in the course of the Inservice. (See attached)

Instructors

"Instructors" of record will be Dr. T. R. Flores, E. Weber. (Note - nearly everyone will be involved in the process of the Inservice Activity)

Approach - Teaching Methodology

The instruction will focus on group processes, lecture and discussion, problem solving, and individual interaction.